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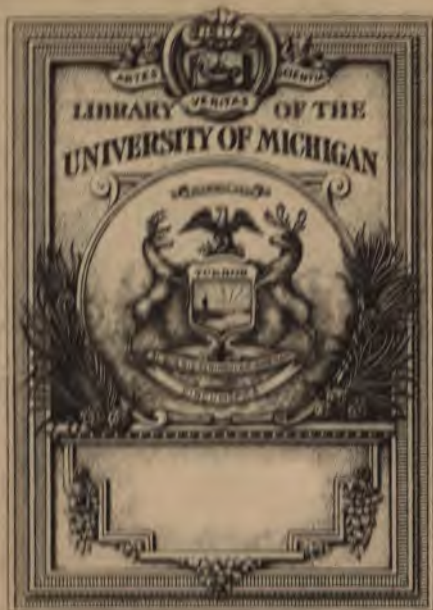
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STANDING ORDERS

ISSUED TO

THE TWO BATTALIONS,

XXTH REGIMENT,

AT

BERMUDA, IN 1842,

BY

LIEUT.-COLONEL W. N. HUTCHINSON.



LONDON:

PRINTED BY W. CLOWES & SONS, 14, CHARING CROSS.

1845.



498
 Reg. U. S. Phillips
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STANDING ORDERS.

I.—REMARKS ADDRESSED TO ALL RANKS.

1. THE following Orders, respecting the interior arrangements of a Regiment, which are not specified in the General Regulations, are issued by the Lieutenant-Colonel for the guidance of the two Battalions of the XXth, superseding the Orders of 1815, and are not to be departed from, either at Head Quarters, or by those on Detachment, without his expressed sanction. They will indeed be subject to temporary alterations, if they are found to interfere with the Orders in different Garrisons, or with those of General Officers commanding Districts; and on actual service, deviations, adapted to change of circumstances, will be also necessary, but the regulating principles will be permanent.

2. No one can be thoroughly acquainted with his duty, unless he knows what is required from every individual under him; and the present detail of duties is minutely given, that the same system may be constantly pursued, and that the most inexperienced Officer may not plead ignorance as an excuse for permitting any deviation from the established regimental routine, and that the youngest soldier may be encouraged to seek and deserve promotion. The Lieutenant-Colonel confidently hopes that there will be no necessity to repeat his demand for the observance. The Duke of Wellington, in his General Orders, of the 12th December, 1810, said forcibly, "The necessity of repeating Orders is the strongest proof of want of discipline in the troops, and of inattention in the Officers."

3. Obedience is the first principle of military service; it equally pervades all ranks. As the Lieutenant-Colonel is responsible to the superintending General for the whole Regiment, so is each Major for his Battalion, each Captain for his Company, and the Subalterns and Non-commissioned Officers for their several Squads and Rooms; nor, if any irregularity occur, can the superior screen himself by throwing the blame upon those who are below him.

4. It is not sufficient to give orders, it is as requisite to ascertain that they are obeyed; and in every department, and among all classes, when no incorrectness is reported, the superintending party has a right to expect that none exists. If the superior Officer detect an irregularity by his own observation, there is a neglect on the part of the Officer immediately responsible to him, for it was that Officer's duty to have ensured his being instantly informed of it, if the individual immediately in charge was unable himself to check it. Every one (certainly every one above a Private) has a charge; and it is his duty to report any deviation from Orders whenever it occurs, if he finds that he has not sufficient influence or power to repress it.

5. Discipline, which, in times of trial and risk, is the only security against danger, tends, at all times, to the comfort of all ranks, while it promotes the efficiency of a Regiment. The maintenance of regularity must not depend upon the exertions of any one individual, however highly he may be qualified; every one, from the Corporal to the Commanding Officer, ought to feel assured that

his absence can occasion but little inconvenience to the Corps, a properly instructed person being always prepared to fill the position which he may vacate.

6. A state of durable efficiency can only be attained by the strict maintenance of the chain of responsibility, which, link by link, connects the lowest with the highest, by an equitable division of labor judiciously assigned to every individual in the Regiment, and by the full performance of their respective duties constantly exacted by every grade from those who are immediately under them.

7. The Lieutenant-Colonel hopes it will not be forgotten that, in the maintenance of the strictest discipline, he has a duty as conscientiously to perform to those above him as to those under his command; and he confidently trusts that the conduct of all, and the support which he shall receive, will enable him in his half-yearly confidential returns, and on every other occasion, to make to the higher Authorities a favorable report of the zeal and qualifications of the Officers individually and collectively, of the integrity and ability of the Non-commissioned Officers, and of the orderly behaviour and efficiency of the Men.

8. It is reasonable that those who have most exerted themselves for the credit of the Regiment in their respective ranks should be regarded as the best entitled to favorable consideration, and as possessing the strongest claim for leaves of absence, furloughs, or any indulgences which it may be in the power of the Commanding Officer to grant or procure for them.

II.—PRIVATES.

9. Let every Private received into the XXth be always influenced by the feeling that the honor, character, and reputation of the Regiment depends on himself in common with every Officer, Non-commissioned Officer, and comrade Soldier, who wears the double X. Let him value the distinguished badges which his Corps has nobly acquired, and resolve, by his obedient, loyal, and soldierlike behaviour, never to sully the glorious memorials. In addition to the just pride which he feels in his own particular Regiment, let him always remember that he has entered into a distinguished and honorable profession, in which, with good conduct, intelligence, and diligence, he has a right to hope that he may eventually become an Officer.

10. Let him know that respect and submission to those in command is the foundation of discipline; and that implicit obedience, which he solemnly swore at his enlistment, is his first duty as a soldier.

Complaints and Claims.

11. An order once issued must be obeyed without hesitation or argument, even though it may seem unnecessary. The individual who gives it is answerable for its correctness, not the party who receives it; and a Private is *equally* bound to obey the order, whether given by a Lance Corporal or the Lieutenant-Colonel, for the Non-commissioned Officers are only acting by the command of their superiors.

12. If any Non-commissioned Officer exceed his duty by giving an unauthorized order, or delivering an order improperly, let the Private at the moment

make no remonstrance; and after obeying it, take an early opportunity of representing the matter to his Officer, mentioning the names of those who were present, and can bear witness to the statement.

13. If any order is considered unjust, all ranks have the same manner of redress; they may appeal after obeying the order: but until the order is obeyed, the appeal cannot be listened to, for he who disobeys is guilty of "Mutiny," which is the greatest of military crimes. Let a Private, if he appeal, take a Non-commissioned Officer with him to the Subaltern commanding his Squad, ^{has addressed} or to the Captain of his Company, and his Officer, if he cannot satisfactorily settle the matter, will submit it to the decision of the Commanding Officer.

14. A soldier, if he believe that he is wronged in his accounts, or clothing, has the power of appealing to the "Regimental Board," which assembles on the second Monday in each month, and which is ordered to investigate and report upon such matters; he has yet further, at all half-yearly inspections, the opportunity of stepping forward to make his complaint to the Inspecting General Officer. Let him, however, be particularly careful that the complaint be not frivolous or vexatious, for such would most justly subject him to trial by a Court Martial.

15. At every monthly muster he will be asked by the Officer commanding his Company, if he has any claims or complaints to make, and let him mention them then. The longer a claim is delayed, the greater is the difficulty of investigating it; and the purity of his motive becomes more suspected.

16. If he should not on any day receive the balance of his pay, it is his duty to mention this omission to an Officer of his Company on the following morning. This will prevent misunderstandings at the monthly settlements.

17. Nothing is more objectionable, or more unsoldierlike, than to grumble and show discontent; but no one is blamed who respectfully states what he judges to be amiss, when the Orderly Officer asks whether there are any complaints.

18. The troops are never required to receive provisions of an inferior or unwholesome description, if they make complaint in sufficient time, and in a proper manner; but they will remember that while it is the duty of the Officers to see that the soldier is properly supplied, it is also their duty to save the Contractors from suffering through groundless prejudice or fancies.

19. All quarrelling and fighting is strictly forbidden. If a soldier has been ill treated by another, let him represent the circumstance, and not endeavour to do himself justice.

20. When he is desirous of addressing an Officer, let him always bring a Non-commissioned Officer with him; but this will not prevent his asking leave to speak privately to his Officer.

21. No Private and no Non-commissioned Officer, is at liberty to address an Officer in writing.

22. When in the ranks, let him make no reply whatever to any observations made by an Officer, or Non-commissioned Officer, unless he be asked a question that requires an answer.

23. It is the interest of all parties to keep the charge of Barrack damages as low as possible; every man, therefore, will be individually answerable for any damages which he may commit.

24. When a bedstead and bedding has been issued to a soldier, he is answerable for every part of it; if, therefore, a screw is deficient, or any article is objectionable, let him represent it immediately on his receiving it. Let him (under the directions of the Sergeant of his Squad) have his initials, in colored thread, marked on the mattrass and blankets, and also on the sheets and pillow cases.

Dress.

25. On all occasions, either of recreation or duty, let the soldier endeavour by his clean appearance, orderly conduct, and soldierlike carriage, to uphold the character of the Regiment; nor let him ever go out of Barracks improperly dressed.

26. Unless on fatigue, he ought always to have on his side-belt.

27. Let him always adhere to the General Regulations in close cutting of the hair and whiskers, by which comfort and cleanliness is ensured, and a soldierlike appearance improved.

28. It is not seemly when he is in uniform to carry a bundle, or an umbrella. The chin strap must not be over the cap. In walking he will avoid a lounging and slovenly manner; a light cane in his hand will assist in giving him the proper carriage.

Illness.

29. As the cure of every malady greatly depends upon its being judiciously treated at an early stage, the men are most earnestly directed, the moment they feel themselves taken ill, to report themselves to a Non-commissioned Officer of their Squad, or to their Orderly Sergeant. A soldier will never be punished for any illness, but he *will* for delaying to report it. Any man guilty of the gross folly of quacking himself, most probably injures his constitution, and certainly disobeys a positive command.

30. By a special clause in the Articles of War, a man is to be brought to trial who feigns sickness, or who purposely contracts disease.

31. For diseases consequent on drunkenness and vicious habits, he may be ordered to bring up the duty which his illness may have imposed upon his better conducted comrades.

32. When an irregularity of any kind occurs in an Hospital ward, it is the duty of the oldest soldier present (in the absence of any Non-commissioned Officer) to report it at once to the Hospital Sergeant.

33. Unless expressly ordered to the contrary by the Medical Officer, convalescents, and men sick in Barracks, will attend all parades, but only in shell jackets and forage caps, without arms or accoutrements. They will fall in on the reverse flank of their Companies, and at six paces from it. They will be generally messed with their Companies, but will not enter the Canteen, nor go beyond the Barrack square, unless they have obtained a pass backed by the Surgeon and Officer commanding their Company, and signed by the Commanding Officer. When there is an unusual number of convalescents, that greater attention may be paid to their diet, and to their not taking injudicious exercise, they will be messed together, and occupy the same room. Convalescents, unless the Surgeon gives express instructions to the contrary, will bring up *any duty* which they may throw upon their comrades.

Interior Discipline of a Company.

34. As the Commanding Officer makes every Captain responsible for the appearance and good conduct of his Company, the Captain is invested with adequate powers both to reward and punish. His men will therefore look to him for every kind of indulgence, for leaves of absence, passes, furloughs, and all recommendations for promotion, or for any situations or appointments that become vacant; and he will be guided wholly by character. And they are assured that as he has the means to reward those who are a credit to the Regiment, so are his hands strengthened to check crime, for even the Commanding Officer's awards for offences will materially depend on the character given to prisoners by their Captains.

35. All the men will understand that, in conformity with the general principle of the Service, the Commanding Officer of their Company is answerable to the Lieutenant-Colonel for its regularity and good order, in the same manner as the latter is responsible to higher Authority for the discipline of the Regiment. If a General Officer finds a Corps in his Division to be disorderly, he punishes the whole of that Regiment, the good men with the bad. On the same uniform system, if the Lieutenant-Colonel observes great irregularity in a Company, his duty compels him to employ unusually strict measures with the whole of that Company. It rests with the honorable, well-conducted soldiers to regain its character by the adoption of a more efficient, active, squad police, which will impose such a check upon the bad men, as effectually to prevent the recurrence of disorder that reflects upon the whole body. On the other hand, the Company that conducts itself particularly well has a right to expect peculiar consideration.

36. It may be thoughtlessly argued, that the better conducted soldiers ought not to be punished for the misconduct of the bad; but a little reflection will shew the fallacy of the reasoning. When a Corps or Brigade is praised and favored, it is not asserted that the disorderly soldiers belonging to it are not to share in the commendation, or participate in its advantages. No individual can separate his own military character from that of his Regiment; he will either rise or fall with it; and as in every large body there will be some bad, it behoves the respectable portion to watch over them, and not to allow the viciousness of a few to bring censure, discredit, and trouble upon all. No true soldier will consider any measure a hardship that really tends to the good of the Service.

37. Every XXth man will be sensible that there is an earnest wish on the part of his Officers to avoid punishment, if good order can be maintained without it; and increasing experience will convince him that nothing can more conduce to so desirable an end, than the establishment of a judicious system of interior economy in each Company.

38. This interior economy will be principally, if not wholly, carried on by the Privates, for they have far more power to check crime without the necessity of punishing, than the Non-commissioned Officers. The latter, if he detect irregularities, will generally confine the offender (which also brings disgrace upon the Company), whereas the former have the power to prevent the com-

mission of crime, without the Commanding Officer knowing that it was likely to have occurred. The many good men of whom each Company in this Regiment can boast, possess great power and influence; and let a kind and friendly feeling towards their brother soldiers urge them to use every endeavour, even by force when persuasion fails, to prevent their companions from committing offences that will be followed by present punishment, and may hereafter prevent their obtaining pensions. Let the same kind motive that makes them exert themselves to save a man from the guard-room induce them to place him there immediately whenever he is ordered into confinement, knowing that in most instances, he would only aggravate his crime by remaining longer at liberty. It is undeniable, that the better the men behave, the less is restraint necessary, and the duties become lighter. Whenever, therefore, any selfish disorderly character appears likely by his misconduct to compromise his Company or Squad, let them tell off some of their number to look after him, and keep him in Barracks, and out of mischief. This will cause no trouble, for very rarely will all the trustworthy soldiers wish to be absent at the same time.

39. In justice to the Companies who persevere in a good system of interior discipline, all escorts conducting prisoners, all patrols for absentees, and all extra duties incurred solely in consequence of misconduct, will be furnished by the Company possessing the men who have caused such extra duty. The tour of sentry over the Defaulters' Room will be furnished by the Company that has most defaulters there.

40. In forming an estimate of the relative behaviour of the different Companies, the following scale will be adhered to:—

An entry in the Company Defaulter Book will count as	1
An entry in the Regimental Defaulter Book, as	2
A Regimental Court-Martial, as	8
A District Court-Martial, as	16
A General Court-Martial, as	32

A Desertion will count as a General Court-Martial; but it is so disgraceful that the score of 100 would not adequately mark its enormity. The return (Form 27) will be sent into the Orderly Room from each Company on the first of each month, and a general return of the comparative conduct of all the Companies will be drawn up from it for insertion in Orders. The Company with the lowest score will be first named, then the Company with the next lowest, and so on for the rest. When any totals are alike, reference will be made to the relative position of such Companies in the preceding return. Early each year a statement will be put in Orders, showing how often each Company, during the past year, gained for itself the position of being at the head of the list, and how often it subjected itself to the discredit of being at the bottom. When as many as three Companies are stationed together, the daily Orderlies of the Field-Officers and Adjutant will be selected from the Company which has had the lowest score during the preceding month. If two or more Companies have equally low scores, reference will be made to the scores of the preceding month. The Company which has the greatest score will furnish the fatigue party that washes out the Regimental Guard Room every Friday; and if there has been much difference in the conduct of the Squads, the worst behaved will

give the party. Men confined to Barracks as convalescents, or to be kept under medical observation, will not affect the score. The Lieutenant-Colonel is fully sensible that no Officer commanding a Company will ever screen crimes that ought to be reported and adequately punished, in the hope of gaining a false character for himself, or for the men under his charge.

41. A list of the men who avail themselves of any opportunity to evince a praiseworthy zeal by exerting themselves in a special manner for the credit of the Regiment, will be hung up in the Orderly Room. On the other hand, *their* names will be kept in an equally conspicuous place who show neglect or backwardness in furthering the interests or honor of their Corps.

Necessaries and Clothing.

42. A soldier's necessaries are his own property, and a regard for his pocket will make him careful of them; but independently of this consideration, he subjects himself, by a special Article of War, to a Court-Martial, if he makes away with, or even loses, any part of them. If any article be quite worn out, he cannot part with it, nor destroy it, without the previous consent of the Captain of the Company. He will also be careful to obtain this consent before he attempts to exchange any article with another soldier under the plea of better fitting, &c.

43. Until they have served their regulated time, articles of regimental clothing (jackets, trowsers, boots, caps,) are the property of the Colonel of the Regiment. Cutting or altering them in any way, or bending the peak of the cap, will not only subject the soldier to the expense of replacing such articles, but to severe punishment. He will incur the same penalties for improperly marking, boring holes, or in any way disfiguring the accoutrements committed to his charge.

44. Caps will last two years, ~~their shoes and brass ornaments, four~~; all other clothing one year.

45. Every soldier will keep old trowsers to wear on fatigue duties.

46. No man is at liberty to purchase any necessaries without showing them to the Officer commanding his Company, who will see that the articles are equal in quality to the Regulation pattern; (there will seldom be an opportunity of purchasing as good;) and if he disobeys this order, the necessaries will be destroyed, and replaced by others of the prescribed pattern.

47. Let him instantly report to the Non-commissioned Officer of his Squad, if he find or lose any property. His neglecting to do so may, in the former case subject him to the charge of dishonesty; in the latter, to the charge of making away with his necessaries.

48. When any of his necessaries are become unserviceable, let him not attempt to conceal the fact, but request to have them replaced; and let him have his things re-marked if the ink become obliterated.

49. To have any comfort on a march, it is essential that a man take care to receive boots that thoroughly fit him, and in which he can walk with perfect ease. They ought to be of a sufficient length and breadth in the soles, with heels of a moderate height, and not cut away too narrow, or what the tradesmen call "worked under."

50. It is also requisite that the socks fit a man neatly and smoothly, without

wrinkles. Let them be immediately repaired whenever requisite, and carefully washed and dried after every day's march. A little of the soap left in them will assist to prevent the feet from blistering.

51. The set of appointments is so fully described in the 140th page of the General Regulations, that little remains to be explained. The great coat will be folded sixteen inches and a half long (the exact length of a bayonet) and ten inches and a half in depth, which being the size of the knapsack will answer both for marching, and review order. The coat and the pack, whether used separately or together, will be crossed by the straps, so that the outer edge of the straps shall be three inches and three quarters from the edge of the knapsack or coat, and this will cause the inner edges of the straps to be exactly seven inches and a half apart. Neither chaco nor forage cap shall be worn on one side, but be placed evenly on the head, and brought well over the forehead. The peak is never to be removed, bent down, or altered in any manner whatever: care must be taken that the tuft is not diminished by clipping.

Arms and Accoutrements.

52. His firelock and accoutrements will be served out to a soldier in a thorough state of repair (with the exception of the remarks made by the armourer at the last inspection), and he is bound to keep them in the same serviceable order; every damage arising from neglect, or want of cleaning, or which he cannot shew was occasioned by unavoidable accident, or that greater care on his part could not have prevented, will justly be charged to his account. If at Ball practice, or at any time, he injures his firelock, it is his duty *immediately* to report the circumstances.

53. He will never loosen the pins of his firelock, nor play any tricks with it. The barrel is never to quit the stock, except to be browned: and unless by the order of the Captain, the lock is never to be taken to pieces. The spring will be eased when the firelock is put by.

54. Every April he will be charged threepence towards the browning of his arms, and this will be done in the spring or summer of every second year.

Marriage.

55. A soldier is not allowed to marry without the written consent of the Commanding Officer. If he marry without consent, he not only disobeys a positive order, but also forfeits the chance of ever getting leave, nor will his wife be allowed in Barracks, or have the privilege of a recognised married woman. In such a case, his means are quite inadequate to support a wife, and his selfishness in marrying will entail misery on both, and on the unfortunate children that may result from such an ill-judged union.

56. The General Regulations of the Service positively restrict the number of women who shall embark with a Regiment, to six in each hundred (and the rule applies equally to Non-commissioned Officers and Privates), and will only permit rations to be drawn for this number, either on shore or on board.

57. When children are baptized, let the Parents procure a certificate from the Clergyman, that the particulars may be sent by the Officer commanding *the Company* to the Orderly Room, and transcribed into the Register; for under

all circumstances, every marriage, birth, and baptism, ought to be entered in the Regimental Records, as well as in the soldier's small ledger.

58. If a man, in defiance of all warnings, persists in marrying without leave, let him send in his marriage lines at once to the Orderly Room, otherwise, when he embarks, his wife and children will not be allowed to draw the marching money granted by Government to take them home; and hereafter, when witnesses are dispersed or dead, there may be a difficulty in proving the legitimacy of the children, if any property unexpectedly devolve upon them.

Saluting.

59. A good soldier has a pleasure in paying his Officers the respect of saluting them, whether they are in plain clothes or in uniform. He feels that any slight shown to them, by pretending not to observe them, is disrespectful to his own Corps.

60. All Officers in uniform, of whatever service, ought to be saluted: let the soldier, when he meets an Officer in a passage, stand at "Attention," leaving room for him to go by; let him not remain sitting when an Officer is near, but rise and salute him as he passes.

61. If a soldier is carrying anything in his hand when he is passing an Officer, let him (if necessary) shift it to the other hand, that he may always have the hand furthest from the Officer free to salute.

62. When he approaches without arms to address an Officer, he will salute with the right hand, stand at "Attention," and salute with the right hand when he quits him. He will present or receive anything with his right hand, saluting with his left.

63. He will on no account take off his cap when addressing an Officer: he will also keep it on in a room, but will salute both on entering and leaving it.

64. When with arms, and addressing an Officer, he will remain steadily in the position of "Carried" or "Advanced Arms."

65. An Infantry soldier, accidentally mounted, will salute as usual, and not in the Cavalry mode, by turning the eyes.

66. If he is the first who sees an Officer enter the Barrack Room, though there be a Non-commissioned Officer present, he will instantly call out "Attention," and every man will remain perfectly steady, whatever may have been his occupation.

67. Every Non-commissioned Officer, or man, entering or leaving the Orderly Room, will salute at the door, if an Officer is present.

Duties.

68. Certain duties must be performed; and that soldier acts most unfairly and dishonorably, who, by malingering, or getting into frequent confinement, throws his share of duty upon his comrades.

69. The true soldier will never pretend illness, to avoid Field Days, or any kind of duty. He knows that regular exercise is as necessary for his health as it is for his instruction; and that an army of men undisciplined, untaught, and unused to fatigue, however individually brave, would be perfectly useless in a campaign.

70. When on guard he will feel that he has a responsible duty to perform,

and that any neglect or slovenliness will compromise the character of his Regiment. Almost the only moment at which a young soldier is left to act for himself, and is not under immediate superintendence, is when he is on duty as sentry. Singularly unworthy, therefore, will he prove himself of any trust, who shall compromise his own character, and the character of his Regiment, by neglect of his duty on such an occasion.

71. He will at all times pay the greatest attention to his carriage; and when under arms, handle them as a soldier.

72. ~~For ten minutes, if not against Garrison Orders, when the clock strikes the middle hour of their tour of duty, sentries are allowed to order their arms and stand at ease in front of their sentry boxes; in this position they will remain steady, coming to "Attention" on the approach of an Officer. They~~ will move smartly about at the regular quick time of 108 paces a minute, each pace of 30 inches. Unless orders are given to the contrary, their beat will extend exactly to ten yards on each side of their respective sentry boxes.

73. When enforcing the Orders of their posts they will exact the most impartial obedience to them from every one, whatever may be his rank. The Commandant, the Brigade or Town-Major, the Officers on Garrison duty for the day, and the Officers and Non-commissioned Officers of their own guard, may require them to communicate the Orders of their posts. All other persons demanding the Orders shall be referred to the Commander of the Guard. Sentries will only receive fresh orders through the Officers, and Non-commissioned Officers of their own guard. When on the Regimental guard, their Field Officers, the Orderly Officers, and Adjutant, have a right to require them to repeat their Orders.

74. Let strangers requesting information be answered with great civility, but let them be referred to the Non-commissioned Officer of the Guard.

75. If any person interrupt a sentry in the performance of his duty, let him, if necessary, be quietly detained, and instant notice be sent to the nearest police station.

76. A sentry shall keep his post clear; and if riotous soldiers approach and refuse to go away, a Non-commissioned Officer of the Guard shall be called. Noisy civilians shall be requested mildly, but firmly, to pass on; but if they persist in refusing, the Commander of the Guard shall be sent for.

77. Sentries will pass the word for a Non-commissioned Officer of the Guard, so soon as they discover a fire, or any unusual noise or disturbance.

78. When sentries are posted at the quarters of any person of rank, they will not present arms to any person of lower grade.

79. When Officers entitled to a present, pass in the rear of a sentry, the sentry will only carry arms.

80. The different motions of the firelocks of double sentries, will be done as much as possible together. Time will be taken from the sentry nearest to the party to whom the compliment is paid.

81. Under no circumstances whatever, are soldiers authorised to relieve each other. Every relief shall be accompanied by a Non-commissioned Officer.

82. If a sentry is taken ill, or any accident occurs, he will call to the nearest sentry the word for a Non-commissioned Officer of the Guard.

83. Let nothing tempt a soldier to drink, or to take anything that may be offered him, while he is on sentry.

Miscellaneous.

84. Let him, for his own credit, and the respectability of the Regiment, avoid the company of abandoned characters of either sex. If principles of morality and religion do not restrain him, let feelings of decency prevent his insulting others by an open exposure of vicious habits.

85. On active service before an enemy, all ranks will occasionally encounter hardships and privations: be it their pride and boast to meet them with firmness and cheerfulness. The honorable badges emblazoned on the colors of the XXth were not gained without much toil and many a painful struggle. A true soldier will have the honor of the old Regiment at heart, and will invariably consider every measure, not as it may affect his immediate interest, but as it may eventually promote the discipline of the Corps, knowing well how much good discipline diminishes danger in the hour of trial, and how essentially it tends to victory; while in time of peace, it promotes the comfort of all ranks.

86. Let every soldier consider that the plea of intoxication aggravates rather than extenuates misconduct: when sober, he will answer for the acts which he committed when drunk.

87. If he be brought to the Orderly Room for any offence he will generally be allowed the opportunity of stating any mitigating circumstances, but let him carefully refrain from telling a falsehood. Falsehood is easily detected, aggravates crime, and precludes all further confidence in his word.

88. Before he is allowed to work at any trade for the Regiment, the previous consent of the Officer commanding the Battalion shall be obtained; and as it is considered a great indulgence, it will not be granted unless the man bears a good character.

89. When off duty he will not work or engage in any kind of employment for any one not belonging to the Regiment, unless (through the Captain of his Company) he has obtained the permission of the Commanding Officer.

90. Whenever men are desirous of remitting money to their friends or to a Savings' Bank, they will apply to the Officer commanding their Company, who will have a printed voucher, according to the form in the Barrack Room, properly filled up agreeably to their wishes. These documents can always be obtained, in blank, from the Paymaster, free of expense; but the men are forbidden, by instructions from the War-Office, to make remittances exceeding the amount of pay which has accrued to them since they made their last remittance. The calculations hung up in their rooms prove to them how rapidly money accumulates at compound interest; and they are advised seriously to consider whether it will not add to their health, respectability, and happiness, if they regularly put by some of their pay to be invested in the Savings' Bank, and secure to themselves a considerable property on their discharge.

91. No soldier on any employ which dispenses with his attendance at parades is allowed to plead ignorance of an Order: it being his duty, through the Non-commissioned Officer of his Squad, to obtain information respecting all Orders.

92. Let a soldier remember that he is as answerable to the laws of his country

as any civilian. Wherever quartered, let him carefully abstain from trespassing or injuring property.

93. Let him cautiously avoid all disputes; never join in a mob; and in no manner meddle with politics.

94. In case of a fire or riot in any town in which he is quartered, let him instantly repair to his barracks.

95. When in billets, let him remain in them at night as if quartered in barracks.

96. Although it is extremely desirable that every soldier should be a good swimmer, he will not bathe without permission, and then only in the place that shall be pointed out. Boating is forbidden, unless leave shall be regularly obtained. All gambling is prohibited.

97. When he falls in for a marching order parade, let every article of his kit be in his knapsack, for it is possible that, without any further warning he may be immediately marched from his barracks to a distant quarter.

98. Let him make himself acquainted with the names, persons, and residences of all the Officers of his Regiment.

99. It is his duty to inform himself of the meaning of every beat of the drum, and sound of the bugle.

100. Let him never open a comrade's knapsack, but in presence of a Non-commissioned Officer of his Squad.

101. Great advantage is afforded by the free tuition in the Regimental School. Two hours every day diligently employed in improving themselves would soon qualify the most ignorant to become candidates for promotion; and those who make the greatest proficiency in their education may expect to be the first advanced, provided their conduct be good as soldiers. Even those who are unsuccessful in their wish to rise in the Regiment, will find great comfort in being able to read and write; they will derive from the Garrison libraries at the different stations the amusement that the Commander-in-Chief kindly designed; and have the enjoyment of writing privately to their friends; and their knowledge will add greatly to their respectability. (*See page 284.*)

102. Those who may wish it, and can read, will be supplied by Government with a Bible and Prayer Book. (*See 1210.*)

103. Let every soldier learn to repair his own boots: such knowledge (and it is not difficult to acquire) has saved many a man's life on actual service. In a severe campaign, half a dozen tired shoemakers will not be able to repair the boots of a whole Company. Let every man be independent of such uncertain assistance, carry an awl and some thread in his pack, and be capable of using them at the termination of the day's march.

104. Young soldiers and recruits while they are earnestly advised to be most particular in their choice of associates, are warned to attend carefully to their drill; for as every soldier must acquire a competent knowledge of it before he can be dismissed to his duty, the sooner he acquires it, the more is his comfort and credit advanced.

105. Let all, and especially those who have enlisted since the 1st September, 1836, study the provisions of the Good Conduct Warrant (of which a full copy is hung up in their Barrack rooms, and of which they have extracts in their

small ledgers), for it will prove to them that their increase of pay whilst they serve, and their pension when they are discharged, depend on their good conduct. Every man will observe that the sloven, and the disorderly man, is constantly in trouble, and under punishment; and that drunkenness brings more men to disgrace and to the grave, than anything in the Service. He will see the folly of the man who wishes to gain time for his own amusement, and yet absents himself without leave, when, for one hour improperly acquired, he is probably twenty under restraint, loses his daily pay, and forfeits all hope of obtaining the pass which he sees occasionally given to better conducted men.

106. When a man is entitled to a good conduct stripe, let him at once submit his claim for it through the proper channel, for the loss of a few days may at a future period prove detrimental. Let him not fail, from time to time, to examine the return on this subject, hung up in No. 1 Squad Room.

Furloughs.

107. Let a soldier understand when he has a pass or furlough granted to him, that if he overstay his leave, or his conduct while he is absent has brought discredit upon the Corps, a note will be made of his conduct in the Furlough Book, and he will forfeit all claim to similar indulgence.

108. He will proceed only to the place entered according to his wishes in his furlough, and he will occasionally call at the nearest Post Office, to ascertain whether any instructions have been sent to him.

109. He is not entitled to medical attendance at the public expense, if he falls sick whilst absent on furlough.

110. Before he leaves the Barrack, he will give over his great coat, arms, accoutrements, and ammunition, in the best order, to the Sergeant of his Squad, to be kept by the Color-Sergeant.

111. He will take with him his uniform cap, knapsack, and necessaries. For his own respectability, and the credit of the Regiment, he will invariably appear, whilst absent, clean, and dressed as a soldier ought to be.

112. He will bring back every article of his kit, however much worn out, to prove that he has not made away with any part of his necessaries. He will economise his means of subsistence to enable him to return comfortably to the Regiment; for it is not creditable to ask for advances of money on his furlough.

113. Furloughs being restricted by General Orders to a certain number, his absence may prevent a comrade soldier from visiting his home; he is not justified, therefore, in applying to have his leave extended, except under circumstances of sickness, or other positive emergency. If under such peculiar circumstances his furlough is extended, he will request the party who extends it, to write to the Commanding Officer explaining the matter.

114. On his return to the Regiment from furlough, or from any duty, he will report himself at once to the Sergeant of his Squad (in his absence to the Color-Sergeant) and to the Sergeant-Major, and he will leave his pass or furlough in the Orderly Room. (See also 1287.)

Good Conduct Men.

115. Men distinguished by good conduct stripes will not be required to attend when proceedings of Courts-Martial are read, nor to patrol for any

absent men. When on duty, where an Acting Corporal is temporarily wanted, they will generally be selected for the situation.

116. Men distinguished by *three* stripes will be considered the first on the roster for furlough, and to have the strongest claims for any situations that may be vacant. They will not be required to show their kits, unless specially ordered, nor will they be directed to attend any fatigues, unless the whole Company is required for that duty.

117. Men distinguished by *two* good conduct stripes will be regarded as the second on the roster for furloughs, and as possessing at all times strong claims for favorable consideration. They will only be required to show their kits at the first inspection of each month. The good soldier whose merit has earned him any of these honorable decorations with pay, will be unceasingly cautious never to lose them : he will be influenced, it is to be hoped, by higher motives ; but a regard for his pocket will make him consider that each thoughtless act which shall compel the Commanding Officer (however unwillingly) to record his name in the Regimental Defaulter Book, besides possibly affecting his pension, will inevitably cause him to forfeit, at the least, £1. 10s. 5d.

III.—OFFICERS AND NON-COMMISSIONED OFFICERS.

118. Let Officers and Non-commissioned Officers make themselves fully acquainted with the whole of the interior economy, and Orders of the Regiment. Let them be perfectly acquainted with the drill, give all their orders with clearness and decision, and acquire an animated, loud word of command, habituating themselves to lay an emphasis on the last word or syllable, that the men may work steadily and smartly.

119. On all occasions let the good of the Service be first considered, and let amusements be invariably postponed for the performance of duties. They will regard it as a point of honor to do what is required of them as zealously when they are left to their own control, as when they are under the immediate observation of a superior.

120. The motive for every Order ought to be either the discipline, or the efficiency and comfort of the men ; but the judiciousness or propriety of any command will not be publicly discussed by the Officer who receives it, for it is not likely that he can know all the reasons that caused it ; and if he did, the discussion would only tend to weaken confidence and shake discipline.

121. However assiduously men are watched on a general parade, slovenly habits will be acquired, if they are not diligently checked, when the men are under arms *off* parade. It is the imperative duty, therefore, of the Officers and Non-commissioned Officers, never to permit any party under their charge, however small, to handle their arms, or march, in a careless, unsoldierlike manner. Every march from and to a private parade, every relief of guard, or even a sentry, ought to be regarded as a drill ; and every march (not a march at ease) ought to be done as steadily as if under the eye of a General Officer. There are but two kinds of marches, the march at attention, and the march at ease. Any intermediate fancy is not authorised.

122. When a soldier commits a crime, whether it is or is not necessary immediately to confine him, a report of the circumstances will be made, without loss of time, to the Subaltern of the Squad, or to the Officer commanding the Company.

123. A written crime, made out by the party ordering a man into confinement, will be sent, with the least delay, to the Commander of the Guard, who will receive charge of the offender. The party to sign the crime will, when practicable, be the party who saw the offence committed, as his evidence may be required to prove it, and no one ought to shun this responsibility.

124. In any doubtful case, let the circumstances be most particularly enquired into before a man is confined: a careful investigation of the facts will, in some instances, prove that a report to the Officer commanding the Company will suffice to prevent a recurrence of the irregularity.

125. Let Officers and Non-commissioned Officers be extremely particular on command, or marching with detachments, for it is on such occasions that many strangers have their only opportunity of judging of the appearance and character of the Regiment. When a marching state is required, the Form 58 will be adhered to.

126. If a man be taken ill on a march, when no Medical Officer of the Regiment, nor any Army Surgeon is near, advice will be obtained from a civil practitioner of the class that the soldier would himself probably employ were he out of the Service. Skilful men can be found whose charges, not being unreasonable, the Secretary at War will allow. The bill for the medical attendance of the soldier, with the practitioner's address, ought to be forwarded to the Surgeon, who will directly take steps to have it paid. (See 557.)

127. Lance Corporals will be placed, as little as possible, in responsible situations, but they will be employed to act under the command of a Non-commissioned Officer of higher rank. (See 510.)

IV.—NON-COMMISSIONED OFFICERS.

128. The Non-commissioned Officers are the great connecting link between the Officers and Private Soldiers.

129. In a letter to Lord Liverpool, of the 10th June, 1812, the Duke of Wellington writes—"The foundation of every system of discipline which has for its object the prevention of crime, must be the Non-commissioned Officers of the Army." No further testimony will be necessary to prove how greatly the efficiency of the Regiment depends upon their examples and exertions; not only must they be well conducted in themselves, but the cause also of excellence in others. They are selected from the ranks, not so much for their orderly behaviour and clean appearance, as from the expectation that their ability and vigilance will secure good discipline, by a firm but temperate and zealous discharge of important duties; for a man may be an excellent soldier, and yet useless as a Non-commissioned Officer.

130. A zealous Non-commissioned Officer, who has the credit of the Regiment at heart, will never consider himself wholly off duty, but will constantly

endeavour to check every irregularity as soon as he perceives it, not only in his own Company, but throughout the whole Corps; and where the crime is serious, promptly take steps to have the offender confined. If, on going into a Barrack room where a junior Non-commissioned Officer is present, he perceives any serious irregularity there, he will have all the parties confined, place the Non-commissioned Officer in arrest, and report the circumstances to the Color-Sergeant.

131. In his inspections on parade he will be very minute and observant.

132. He will at all times be particularly clean in his own person, and quick in dressing and turning out for parade and duties.

133. When he calls out the names of any men who are for duty or drill, he will take care that every man hears him, and fully understands him.

134. When he enters his Barrack room or tent, he will remark if all is correct; and before he leaves his quarters, he will be certain that everything is in order.

135. He is instructed (see 121) to prevent any careless habits from being contracted by men under arms. If there be slovenliness in the Privates, the Adjutant will see that every Non-commissioned Officer is well drilled to the duty in which he permits any men under him to show slackness. (See 1524.)

136. He ought to be able to write clearly from dictation, to spell accurately, and to know reading and arithmetic.

137. Non-commissioned Officers will remember the adage "familiarity breeds contempt." The Corporals, and much more the Sergeants, will avoid any great intimacy with the Privates, and as far as is practicable, they will associate with those who are of their own rank. The Non-commissioned Officers will, however, be always anxious to advise and instruct the young soldiers. In most Canteens there is a separate apartment which Corporals can use. No Non-commissioned Officer, let his grade be ever so low, will do his duty correctly, if he so far loses sight of the respect that is due to him, as to tittle in the Tap Room with the men.

138. It is discreditable to a Private to contract debts which he is unwilling or unable to discharge; much more disgraceful is it in Non-commissioned Officers, who thereby subject themselves to trial under the 77th Article of War. Let there be no borrowing or lending of money among them; and let them especially avoid pecuniary transaction with Privates, for such improper intercourse raises a suspicion that the public duty is not performed in an impartial, independent manner. They are positively forbidden, under any circumstance, to sell any article, however trifling, to the men; and this order applies with equal force to their wives.

139. If a man be under the influence of liquor, Non-commissioned Officers are ordered not to speak to him, nor to come into personal contact with him, but to direct Private Soldiers to confine him; and, when practicable, his comrades, as those with whom he is best acquainted, and who are most likely to have an influence over him.

140. When a Non-commissioned Officer is giving an Order to a Soldier, he will not suffer him to dispute that Order, or to be in any way disrespectful without immediately reporting the circumstances. In cases of violence or *insubordination*, he will at once order the man into confinement.

141. Though he will never permit a reply on points of duty, he will be scrupulously careful, when he is finding fault, or giving orders, to avoid all irritating or teasing language. That man shews himself the best Non-commissioned Officer who most prevents crime and irregularity, not the man who brings up most men for punishment. (See 385.)

142. When he is charged with the delivery of a verbal order, he will report the delivery to the party who sent him.

143. Every Non-commissioned Officer will bear in mind that respect shown by him to his Officers, both in his manner towards them, and when he is speaking of them, will greatly conduce to respect being paid by the men; and that respect of authority is most essential to discipline.

144. A Non-commissioned Officer marrying without leave will be reduced to the ranks.

145. The Adjutant is instructed to keep a private list of the Non-commissioned Officers, and in the column of Remarks, to insert opposite to their respective names, every circumstance deserving either censure or praise that may in any way come to his knowledge. In this list the Commanding Officer will occasionally write his own observations, and he will always consult it when he is judging of the claims of the different parties for further promotion.

146. Non-commissioned Officers will be often examined by the Adjutant on subjects connected with points of duty and drill.

147. They will remember that seniority is but one, and by no means the strongest, claim for promotion; that their general efficiency and utility to the Regiment in preventing punishment, by preventing crime, will prove far stronger grounds for preference. *Preventing* crime is particularly noticed as distinguished from conniving at it, or screening it, which is almost the greatest offence of which a Non-commissioned Officer can be guilty; none more seriously militates against good discipline, and few are more dishonorable. (See 157.)

148. Any one recommended for promotion will send in Form 63 in his own handwriting to the Orderly Room. To remove him for a time from the influence of old associations, and to increase his self-confidence and experience, by making him work under different Officers, it may be advantageous to detach every Private or Corporal, on acquiring Lance rank, from his own Company, until an opportunity offers for rejoining it, after he has obtained permanent promotion. If this system be pursued, when many of a Lance rank are made, the Companies requiring them will draw for them. Non-commissioned Officers reduced from any rank, but that of Lance Corporal, will be posted to the Companies most below the establishment, unless they are required for either of the Flank Companies.

149. The Commanding Officer, indeed the whole Regiment, has a right to believe that every Non-commissioned Officer is influenced with the laudable ambition of wishing to improve his condition in life, and of advancing himself in the honorable profession which he has chosen. If he disappoint these expectations, and be reduced to the ranks, he cannot reasonably hope to recover the position which he formerly held in the estimation of his Officers, for he will have deceived them; the same confidence will not be reposed in him, nor will he have the same claim to indulgences.

150. Rank is occasionally conferred to give a superintending party authority over others in the same department, such as Lance Corporals over the Shoemakers' Shop, the Corporal over the Pioneers, &c. Such promotions give no claim whatever to further advancement, and the individual so promoted will be constantly passed over when he becomes the senior of his grade.

151. The stationery that Lance Corporals may require to make out returns, will be provided out of the contingent allowance of their respective Companies.

152. Non-commissioned Officers will not often expect leaves of absence, and other indulgences which are occasionally granted to worthy old soldiers, because their supervision is in some way or another constantly required; but their services meet with greater present remuneration, and ensure a more comfortable provision on retirement.

153. On their return to the Regiment from the charge of any party, or from furlough, they will report themselves to the Adjutant and Sergeant-Major, and to the Color Sergeant of their Company. When absent on duty, if in command, they will not fail, on arriving at any Military Station, to report themselves at the Garrison Office.

154. No Non-commissioned Officer or Soldier (whether on Staff or Regimental employ) will, on any pretext, appear out of the precincts of the Barracks unregimentally dressed, excepting the Master Tailor and Armourer, the servants, the Non-commissioned Officer of the Officers' Mess, and occasionally the Band Master. There is a regularly defined fatigue dress for the Non-commissioned Officers, as well as for the men actually on fatigue, which is only to be worn on such duty, or when they are occupied as clerks in the different office rooms.

155. Every Sergeant will be possessed of the Abstract of the Field Exercise, and a written or printed copy of the Standing Orders of the Regiment.

156. Relative rank of Non-commissioned Officers:—

1st	Sergeant-Major.		
2nd	Quarter-Master-Sergeant.		
3rd	Color Sergeants . . .	By their seniority as effective Sergeants.	
4th	{ Sergeants of Companies } { and Staff Sergeants . }	ditto	ditto.
5th	Lance Sergeants . . .	ditto	as Lance Sergeants.
6th	Corporals	ditto	as Corporals.
7th	Lance Corporals . . .	ditto	as Lance Corporals.

Where two parties hold the same rank, reference will be made to their seniority in their former grade.

Non-commissioned Officers of Squads.

157. The comfort of the men, and the regularity of their respective Companies, greatly depend upon the Non-commissioned Officers of Squads.

158. Non-commissioned Officers of Squads will be without excuse if they do not properly instruct the men in the arrangement of the Barrack rooms, the method of shewing the necessaries, the set of appointments, &c. The character of the Squad of which they have had charge will always be considered in comparing their relative merits.

159. Each individual being answerable for all damages charged for his own bedstead and bedding, they will see that every article belonging to the men in their respective Squads is marked in colored thread with the owner's initials, so soon as possible after it is served out. (See 24.)

160. They are responsible to their Subalterns for all the men of their Squads, and ought to know every circumstance connected with each man.

161. They ought, indeed, to be able to repeat by heart the names of the men of the Squads; but they will have Squad Books (according to Form 65), accurately filled up to the last date, and bring the same to all parades.

162. Assiduous and kind attention to the Recruits posted to their Squads will save much after trouble, and remove all feeling of severity in the restraints of discipline. (See 384.) Let them shew great patience and forbearance in teaching them how to pack their necessaries, to clean and put on their accoutrements, and to arrange their bedding, &c. Let them privately point out those whom they should avoid, and prevent their being teased or imposed upon by the mischievous or designing.

163. They will see that all the men of their Squads put on their accoutrements and knapsacks correctly before they turn out for parade, and look particularly to such as are habitually dirty and slovenly. By constantly having the appointments properly adjusted in the Barrack rooms before every parade, much time will be saved at the subsequent inspection of the Squad, and much censure avoided.

164. No boots, nor any article of clothing belonging to any man of their Squad, shall be sent for repair without their knowledge; and they are responsible that the shirts and socks are punctually mended. (See 1257.)

165. Every Non-commissioned Officer in charge of a Squad will make out a nominal list of the men composing it, and in perpendicular columns (each column being headed with the name of an article of necessaries) enter, from time to time, opposite to the man's name, the number of such articles as he may require at any period during the month. When he shall have obtained the things from the Pay Sergeant, as he issues them he will cross the figures with a pen. He will once a week, see the necessaries of all servants and men Regimentally employed belonging to his Squad, and report to the Officer commanding it the state in which he finds the several kits.

166. Every Non-commissioned Officer is bound to accompany any Private of his Squad wishing to speak to an Officer, unless he knows that the interview is sought for some improper purpose; but, if he refuses, he will immediately name the circumstance to the Officer.

167. When a man returns from furlough, or from the recruiting service, the Non-commissioned Officer of his Squad will take him to the Orderly Room, and also to the Officer Commanding the Company. He will also inform the soldier of all Orders in any way affecting the Privates, that may have been issued during his absence.

168. When a man goes into Hospital, the Non-commissioned Officer in charge of the Squad to which the man belongs will deliver over to the Color Sergeant his arms, appointments, and ammunition. He will also deliver over to the Barrack Orderly Sergeant his great coat, and his knapsack, with a

duplicate list of the necessities contained in it; the one list to be given to the Hospital Sergeant, the other to be given to the Pay Sergeant, when it has been signed by the Hospital Sergeant, acknowledging the receipt of such necessities.

169. When the man returns from Hospital, the Non-commissioned Officer will receive back his knapsack, and examine the necessities, in presence of the Hospital Sergeant, before the man regains possession of them. (See 199.)

170. If a man is absent at an improper hour, or under circumstances which raise a suspicion that he has deserted, he will, with the Orderly Sergeant of the Company, immediately open his knapsack, and report the result of the investigation. (See 628.) He will call the roll of his room at any hour in the night, when he has reasons for thinking that any man is improperly absent.

171. The senior Non-commissioned Officer of each Squad, not on duty, will be paraded every Saturday morning by the Adjutant (in his absence, by the Sergeant-Major), and be asked the following, or other such questions:—

1. Are the necessities of all the men in your Squad complete, and are all the shirts and socks properly mended?
2. Have you seen the kits of the servants, and men Regimentally employed?
3. Did your Squad put on clean linen on Thursday and ~~Saturday~~ mornings?
4. Were their feet and legs clean?
5. Are the initials of all marked on their bedding and blankets?
6. Have you paid particular attention to the instruction of the Recruits lately posted to your Squad?
7. Did you see *before* parades that the men of your Squad put on their accoutrements properly?
8. Do all the rest of the Squad conform to the pattern man?
9. Are the men who have rejoined during the week, acquainted with all Orders affecting them that have been issued during their absence?
10. How many Company and Regimental Defaulters were there in your Squad last week?
11. Did you call the roll of your room whenever at night you suspected a man of the Squad to be improperly absent?
12. Are you certain that no men of your Squad were at any time under the effects of liquor during the past week, other than those who have been placed in confinement?

Color and Pay Sergeants.

172. The Color Sergeant is at the head of the Non-commissioned Officers of the Company. He is selected for his intelligence, activity, and strict integrity, and will generally be Pay Sergeant. He will report direct to his Captain. A Sergeant who does not understand the payment of the Company is not eligible for the colors.

173. He is attached to no particular Squad, but stands in much the same position to the Company that the Sergeant-Major and Quarter-Master-Sergeant do to the Regiment. If he will keep the Non-commissioned Officers to the strict performance of their several duties, he will have the pleasure of hearing his Company generally praised for its appearance and regularity, and finding at the end of the month that it has had few defaulters.

174. It is his particular duty to take every precaution that the disorderly men of his Company have no opportunity of selling their necessities; and he will generally retain the greater part of such men's kits in his own possession. If the Commanding Officer shall be compelled to direct any offender's things to be marked all over, while the soldier will be charged the actual cost of the

marking ink or paint, the extra trouble of such marking will fall on the Color Sergeant, whose more zealous and efficient discharge of his duty might have prevented the irregularity.

175. While all the Sergeants have copies of the Standing Orders, it is his duty to see that the established system for the Company is strictly carried on to the minutest particular, and that all under him perfectly comprehend the detailed instructions.

176. He will examine the state that is prepared by the Orderly Sergeant at morning parade, and see that it is correct. In the absence of an Officer, he will form the Company, and inspect it after the Squads have been duly inspected.

177. He will daily make out the ration return (Form No. 9). He will examine into the accuracy of the quantities named in the return, and occasionally, at uncertain periods, weigh the provisions, &c. drawn by the Orderly Corporal. (*See 605.*)

178. He will take under his own charge the arms, accoutrements, and ammunition, not in use, or belonging to men in Hospital, on furlough, &c., as well as their great coats; and he is answerable to the Captain of his Company for the correctness of all returns relating to clothing, pay, necessaries, messing, arms, accoutrements, ammunition, &c.

179. He will not permit any arms to be sent for repair to the Armourer, nor any article to be taken to the Tailor's, or Shoemaker's Shop, for which an order is not signed by the Captain of the Company, or, at the desire of the latter, by himself.

180. He will be present at every Barrack inspection, and when any rooms are taken for the accommodation of his Company; and he will make a note of all damages and deficiencies, and be careful the Barrack Sergeant does the same.

181. He is held responsible that the letters of the men in Hospital, given to him by the Orderly Sergeant, are properly posted. (*See 205.*)

182. It is his duty, when a man of his Company dies, to write a full detail of the particulars to the deceased's nearest relatives; and he will not fail to console them by mentioning, if he can do so with truth, that the man bore a high character in the Regiment, and was carefully nursed during his illness, and assiduously attended by the Minister.

183. If the Regiment change its quarters, he will immediately inform any man on pass or furlough of the change.

184. Much of the finance matters of the Company will be entrusted to him, as the clerk of the Officer commanding the Company; but, under no pretence whatever, shall there be any money transactions between the Pay Sergeant and the men.

185. He will often examine the duty roster of the Company kept in the Orderly Sergeant's Memorandum Book.

186. In large garrisons, or encampments, the Color Sergeants who are Pay Sergeants, will take the whole duty of Regimental Orderlies. They will not act as Companies' Orderly Sergeants, unless the duty presses very heavily. When the Adjutant is perfectly satisfied with their knowledge of the drill, they will generally be excused from attending the parade (927). They will not be put on a guard of less than thirteen rank and file.

187. The Commanding Officer will, without any partiality, give the colors to the most useful and deserving Non-commissioned Officers; if, therefore, at any time, he observe a want of zeal in the present holders, or that the extent of crime in their Companies betrays their carelessness and inefficiency, he will feel himself under the necessity of transferring the colors to others who are more likely to promote the discipline of the Regiment.

Drill Sergeants.

188. Drill Sergeants and their Assistants (who are under the orders of the Sergeant-Major and the Adjutant) will be patient and mild in the instruction of recruits, and abstain from harshness, knowing that ninety-nine out of every hundred are anxious to learn, and require encouragement rather than censure.

189. They will attend to the carriage of the recruit, and teach him to walk, when he is not under arms, with a soldierlike air.

190. They will enforce the precepts by their own example; for the men will not be soldierlike, if they see their instructors slovenly.

Staff Sergeants.

191. Staff Sergeants will be selected for their integrity and acquirements, and retain their positions by zealous discharge of their duties.

192. They will be subject to all Barrack Regulations; but except in cases of emergency, they will not be required to do any Company duty.

193. They will not pay Companies, even when they hold the acting situations with the *Depôt*.

194. Any request, or complaint, which they may wish to make to the Commanding Officer, will be made through the Staff Officers immediately over them.

The Paymaster Sergeant.

195. The Paymaster Sergeant will act as Clerk to the Paymaster, by whom he will be selected, and to whom he will report.

The Hospital Sergeant.

196. The Hospital Sergeant will find most of his duties detailed in the Instructions from the War Office for the management of Regimental Hospitals.

197. He will act under the direct orders of the Medical Officers. He will see that all the Hospital Regulations are strictly enforced, and that the whole house and premises are kept clean, well aired, and in good order.

198. He will be particularly careful that the patients are attentively and kindly nursed.

199. When a man comes into Hospital, the Hospital Sergeant will receive (from the Barrack Orderly Sergeant) his great coat and knapsack, and sign a receipt for the necessaries contained; the list of them (Form 60) being drawn up, in duplicate, by the Non-commissioned Officer. (See 168.) The Hospital Sergeant will be responsible to the Surgeon for the necessaries till the man's discharge or decease; he will then deliver them back to the Barrack Orderly Sergeant, and request him to inspect them in his presence, and that of the ~~Non-commissioned Officer~~. (See 169.) When a man is brought to the

Hospital, if his necessities be not sent and delivered over according to Orders, the Sergeant will report the irregularity through the Medical Officer to the Adjutant, for the Commanding Officer's information.

200. He will daily send to the Quarter-Master a memorandum, signed by a Medical Officer, of the names of men whose admission into Hospital, or discharge from it, will affect the ration returns.

201. He will arrange the packs and great coats, in a room set apart for that purpose.

202. He will have charge of the keys of all doors and gates, and will not entrust them to Orderlies.

203. On the issue of any Orders in any way affecting the men, he will at once read them to the patients who are sufficiently well to pay attention to them.

204. It is his duty, by watchful observation, to prevent any man's persuading a sick soldier to make a will in his favor.

205. He will give all letters written by the patients, to the Regimental Orderly Sergeant, for transmission to the post through the Color Sergeant of the Company. (*See 181.*)

206. On arriving at any Station, he will, without loss of time, learn the address of the officiating Clergyman and Priest.

207. He and the attendants will always appear clean, and in proper uniform or fatigue dress.

Hospital.

208. The arrangements of the Hospital are left exclusively to the Surgeon, subject to regulations which the Commanding Officer may deem necessary.

209. As the rations are drawn early, a man will be subsisted by his Company on the day on which he is taken into Hospital. His comrade will bring him at dinner hour his soup and bread, but his meat will be divided among the messes. He will be dieted in Hospital on the day on which he quits it. When the Regimental Hospital is not dieted from a general Hospital, any man admitted into the Regimental Hospital before rations are issued, will receive Hospital, not Barrack rations, that day.

210. No food or liquor of any description shall be allowed in the Hospital, without the express sanction of the Medical Officers; nor without their authority shall any one enter it, excepting Officers and the officiating Chaplain.

211. Judicious ventilation will be constantly attended to, under instructions from the Surgeon, and as far as practicable, by apertures high above the ground.

212. Besides the Sergeant, Hospital Orderlies will be allowed, in the proportion of *one* to every *ten* men. Some of these will be permanent; and having been, at the recommendation of the Surgeon, appointed by the Commanding Officer, will not be displaced without his authority.

213. The Non-commissioned Officers of their Squads will inspect weekly the kits of all the Hospital Orderlies.

214. If the Surgeon, from any unusual cause, require extra Orderlies, or assistants, or a fatigue party, a requisition, signed by the Surgeon, will be sent to the Orderly Room, shewing the duty to be done, and the number of men required.

215. The Orderlies will report to the Sergeant, the Sergeant to the Assistant-Surgeon, the Assistant-Surgeon to the Surgeon, and the Surgeon to the Commanding Officer.

216. If on changing quarters, the Hospital is found not duly provided by the Barrack Department with all the articles required and allowed by the Regulations, the Surgeon will forthwith report the deficiencies to the Commanding Officer.

217. The following Rules shall be written out in a clear hand, and hung up in a conspicuous place.

Regulations to be observed by the Patients and Servants in the Hospital.

1. The greatest degree of quiet shall be observed by all, and the Hospital servants shall perform their respective duties with as little noise and disturbance of the patients as possible. Let there be no swearing, wrangling, nor coarse language.

2. Patients out of bed will fold up their bed clothes neatly, and sweep under their beds. They will have their own persons properly cleaned, and dressed before the hour of breakfast. Nothing shall be hidden away under the bed clothes; but each patient's comb, brushes, shaving utensils, and all other articles required for his convenience, shall be neatly arranged on the floor at the foot of his bed.

3. Patients out of bed shall give every assistance in their power to those who are confined to bed, and shall make themselves useful in any other way which may be pointed out by the Medical Officers or Hospital Sergeant.

4. In fine weather, the beds of the men not lying on them shall be well aired for a couple of hours, and the greatest care shall be taken to prevent the introduction of vermin. Where bugs exist in wooden walls, let them be destroyed by frequent whitewashing, the crevices having been previously filled with putty.

5. No soldier's wife or child, or any other person, shall enter the Hospital without special permission from the Medical Officer in charge.

6. No patient shall allow any article of food or drink to be brought to him, except what is regularly prescribed by his Medical Officer; nor, indeed, any other articles, without the knowledge and approbation of the Medical Officer in charge.

7. No patient, on any account, shall go into the kitchen.

8. Every kind of gambling is strictly prohibited.

9. Smoking is forbidden within the Hospital.

10. A breach of the above Regulations, or any other misconduct or disorderly behaviour, shall be duly reported, and entered in the Hospital Defaulter Book, and the offender shall be dealt with as the Commanding Officer of the Regiment may be pleased to direct.

11. In the General Regulations, it is directed that the following Order be constantly posted up in the wards of all Military Hospitals:—"Any soldier who is guilty of assuming, while he is in a Military Hospital, any other name than the one by which he is known in the Regiment, shall be tried by a Court Martial for the offence, which can have no other object but fraud and imposition on the public."

12. By instructions from the War Office, dated the 13th December, 1837, it is required that, in addition to any other witness, the Surgeon or Assistant-Surgeon, whenever it is practicable, be present at the execution of the wills of soldiers in Hospital; and that he affix a declaration to such will, stating whether the parties were in a fit state of mind at the time to execute the same.

N.B. The sick in Hospital are privileged to borrow books from the Military Libraries, but the Hospital Sergeant is held responsible for the care of the books.

The Drum-Major.

218. The Drum-Major will have charge of the drummers, fifers, and buglers, and keep their duty roster: he is answerable to the Adjutant for their appearance and good conduct, for their instruction in every part of their duty, and for the good order of the drums and instruments.

219. He will be careful that all calls and beats are correct, and made at the exact time that may be ordered.

220. He will have charge of the cats for punishment, to be purchased out of the Orderly Room allowance.

221. At all punishment parades he will call out, and write down, the number of lashes as they are inflicted, and see that the Drummers, whom he will previously have practised in some place secure from observation, perform their duty efficiently.

222. By a recent Order from the Horse Guards, it is no longer the peculiar duty of the Drum-Major to post and receive letters; the Commanding Officer is instructed to select some steady Non-commissioned Officer to perform the duty, free of any emolument. When it is necessary to have a postage cash account, the Pay Sergeants will take the duty in turn, the roster being kept by the Sergeant-Major, and the Adjutant seeing that the Pay Sergeant for the duty is provided with money to free the letters.

223. On every change of quarters the Drum-Major will ascertain the different post hours, and put up a paper in the Orderly Room giving the required information. He will collect and post all letters that are not to be prepaid at the office, unless one of the Pay Sergeants be appointed to this duty.

Drums, Fifes, and Bugles.

224. All damage to any of the instruments, arising from carelessness, wantonness, or neglect, will be repaired at the expense of the parties in charge.

225. The necessary repairs of each Company's drum (the Grenadiers' two), arising from fair wear, or unavoidable accident, will be defrayed out of the contingent allowance of the Company, the extra drums out of the Band fund. Every drum will therefore be marked with the letter and number of the Company, and the Captain will occasionally inspect it.

The Band and Instruments.

226. The Musicians will be under the charge of a Sergeant, answerable to the Adjutant for their cleanliness and general regularity, unless the President of the Band Committee take the whole superintendence.

227. The Sergeant will inspect them at every parade.

228. They will mess together; and if the accommodation will not admit of their having a separate room for practice, the Quarter-Master will put them into the largest room which circumstances will permit.

229. The Band Master is responsible for their proper instruction, and will receive his orders direct from the Commanding Officer, and from the President of the Band Committee, to whom he will report when any instrument is damaged. No other parties are entitled to give directions respecting the playing of the Band, either in public, or at private practice.

230. On subjects connected with the discipline or duty, the Master will report to the Adjutant.

231. The Band will parade every Saturday, with their arms and accoutrements, to be minutely inspected by the Adjutant, at any hour which he may appoint, not interfering with their private practice.

232. Each Musician is answerable for the instrument entrusted to his charge, and all repairs, consequent on neglect or inattention, will be made at his expense.

233. Every instrument shall be carefully marked with the number of the Regiment, and the Sergeant will keep a correct list, shewing the condition of each instrument at the last weekly inspection, and the party who has the charge of it. *A list should be kept of them (Form 10) an entry made*

234. Some member of the Committee will generally attend the weekly inspection, at which the drums, fifes, and bugles will also be examined. In the absence of any Officer, the Band Master will make the inspection.

235. A return (Form 12) of the week's practice will be sent into the Orderly Room every Monday morning, by eight o'clock.

236. No Bandsman shall, under any circumstances, engage himself to play anywhere without the consent of the Commanding Officer; and no instrument shall, at any time, be taken from the Band Room, unless required for duty, or by special permission.

237. The Commanding Officer's consent shall be obtained before the Band is ordered anywhere; but under no circumstances shall it ever be allowed to attend a dinner, or public meeting, that can in any way indicate a political bias.

238. When they are required to play at the mess or elsewhere, the Musicians will invariably appear Regimentally dressed.

239. The Band Committee will generally consist of a Captain and two Subalterns. If any great expenditure of money is proposed, the matter will be discussed at a mess meeting; but any immediate outlay of smaller amount, considered necessary by the Committee, will be stated in writing for the Commanding Officer's approval. *They will have a correct catalogue kept much after the form named in (233) of the different music books belonging to the Regiment, accounting for all that may be disposed of or exchanged.*
The Schoolmaster Sergeant.

240. The Schoolmaster Sergeant will be under the immediate orders of the Adjutant, and report to him, unless some particular Officer superintend the School.

241. His requisites are great temper and a good method of teaching, zeal, and a regard to the eternal as well as temporal happiness of his fellow soldiers.

242. He will keep a nominal list of the men who have been supplied with Bibles and Prayer Books.

243. On the 1st of each month he will transmit to the Orderly Room, a return (Form 37).

244. He will take pains to instruct his assistant, that with every large detachment there may be some one competent to take charge of its School.

245. When the Regiment occupies a new quarter, he will assist the Librarian of the Garrison Library in the performance of his several duties, agreeably to the General Order of the 5th of February, 1840, and the Library Room and the books will be accounted for to the Barrack Master, in the same manner as other articles in the possession of the troops.

School.

246. All Non-commissioned Officers and young Drummers, not perfect in reading, writing, and accounts, and unable to write from dictation, will be

required, when they are off duty, to attend School at an appointed hour, until they shall be regularly dismissed, in Regimental Orders, at the recommendation of the Officer who will kindly superintend their instruction.

247. ~~Every encouragement shall be given to the men's attendance. They shall have the use of the slates and books, pens and ink, free of all expense. They will purchase paper for copy-books at a very low rate, if the stationery for the use of the School is judiciously bought, in large quantities.~~ (See Page 284)

248. They shall be practised in keeping Companies' ledgers, and making out states. They shall copy returns, reports, passes, and everything likely to prove useful to them. The names of their Officers, and any military terms, will advantageously be set as copies for writing.

249. The knowledge of reading and writing, adding greatly to the happiness and respectability of those who possess it, Lance Corporals and Privates, who shall have been present at the Commanding Officer's parade on *one day*, ^{in a week} will, when the Regimental duty is light, be permitted to be absent from it on the *succeeding*, that they may devote such time to their improvement in the School. They will, on the day on which they may wish to avail themselves of this permission, give in their names to the Orderly Non-commissioned Officers of their respective Companies at breakfast hour, that their absence may be properly accounted for in the Parade State. The Orderly Sergeants will each send a list of the names (certifying on it that the men attended the preceding day's parade) to the Schoolmaster Sergeant; and the several lists will be daily forwarded to the Orderly Room by the Schoolmaster Sergeant, who will certify on them the attendance of the men in School from such an hour to such an hour. A man availing himself of the privilege of coming to School, will not leave it without permission of the Commanding Officer.

250. The School bugle will sound at appointed hours, and all who attend will do so regularly and punctually. A report of the absentees during the day will be sent to the Orderly Room every night. A roll, ^{made} similar in form to a Daily Pay List, will be kept in the room, and a mark made against the names of those who are absent.

The Master Tailor.

251. The Master Tailor will receive his orders from the Quarter-Master, and report to him, through the Quarter-Master-Sergeant.

252. He is responsible that the Regulations laid down for the Tailor's Shop are strictly enforced.

253. He will always send for the owner of each suit and make him put it on, (trousers as well as jacket,) before he leaves the Shop, and will see that the workman, altering the suit, fully completes the alterations of it before he proceeds with any other clothing.

254. If any clothing be injured or lost while it is in his possession, or spoiled in fitting, he will replace it at his own expense.

255. Much after trouble will be saved, if a nominal roll of the men's measurement is sent to the clothier; ^{correct} but the jackets of Recruits will rarely be made too wide across the chest.

256. The Master Tailor will not do any work for any of the men without an

order, either verbal or in writing, from the Captain or the Pay Sergeant; but, on receiving instructions, he will enter them in his memorandum book, and send the article, when completed, to the Pay Sergeant.

257. He will every Friday night, or Saturday morning, forward a return (Form No. 19) of the work done during the week, to the Quarter-Master; and the Quarter-Master, if he is satisfied of its correctness, will sign it, and send it, by Saturday's parade hour, to the Orderly Room.

Tailors, and Tailor's Shop.

258. In England, during the summer, the Tailors will attend in the Shop at seven o'clock in the morning; during the four winter months at half-past eight.

259. They will work till six o'clock in the evening, being allowed an hour at breakfast, and another at dinner time.

260. When the yearly clothing is in hand, each Tailor will alter and complete an entire suit: and he will consult his own interest if he take such pains at first as shall prevent the necessity of making subsequent alterations. Some suits requiring more labor than others, the assignment of them to each Tailor will generally be determined by lot.

261. The men will see, on perusing the scale of prices, what wages they are to receive. Their earnings will be credited to their accounts in their Company's ledger. The Quarter-Master will, on the last day of every month, give the money to the Officer of the Company who pays the workmen.

262. The price of the different kinds of work, as fixed by the Committee, will be hung up in the Shop. The following are the prices that will be in force until further orders.

SCALE OF PRICES fixed for making the undermentioned Articles of Clothing for Officers, Officers' Servants, and Mess Servants.

DESCRIPTION OF ARTICLES.		Price of TRIMMINGS.	£	s.	d.
Making Officers' Clothing.	Regimental	Regimental Dress Coat		0	12 0
		Ditto Frock Coat		0	8 0
		Military Cloak		0	7 0
		Regimental Cloth Trowsers		0	2 9
		White Trowsers		0	2 9
	Plain.	Dress Coat	According to Pattern.	0	11 0
		Frock Coat		0	11 0
		Riding Coat		0	11 0
		Waistcoat		0	2 9
		Trowsers		0	2 9
Making Servants' Clothing.	Mess.	Coat		0	6 0
		Waistcoat		0	2 0
		Breeches		0	2 6
	Fatigue Jacket, Fustian			0	2 6

SCALE of PRICES fixed for making the undermentioned Articles of Clothing for Sergeants, Band, Drummers, and Rank and File. (See page 202)

	DESCRIPTION OF ARTICLES.	Tailor's Wages.	Master's Allowance.	TOTAL.	
		£ s. d.	£ s. d.	£ s. d.	£ s. d.
Sergeants, and Band.	Making Regimental Coat	0 3 0	0 0 6	0 3 6	
	Making Cloth Trowsers	0 0 10	0 0 2	0 1 0	
	Making White Trowsers	0 0 10	0 0 2	0 1 0	
	Making Shell Jacket	0 1 2	0 0 4	0 1 6	
	Cuffing and Collaring Sergeants' Great Coats	0 0 4	0 0 1	0 0 5	
	Cuffing and Collaring Coattees	0 6	0 0 2	0 0 8	
	Cuffing and Collaring Shell Jackets	0 6	0 0 2	0 0 8	
	Side Seaming Cloth Trowsers	
	Side Seaming ditto, and finding Materials	
Drummers, Rank and File.	Making Regimental Coat	0 2 0	0 0 4	0 2 4	
	Altering ditto	0 0 10	0 0 2	0 1 0	
	Making Shell Jacket	0 1 0	0 0 3	0 1 3	
	Padding ditto	0 0 3	0 0 1	0 0 4	
	Padding, and finding Materials	0 0 8	
	Making Cloth Trowsers	0 0 9	0 0 2	0 0 11	
	Side Seaming ditto	0 0 5	0 0 1	0 0 6	
	Side Seaming ditto, and finding Materials	0 0 9	
	Making White Trowsers	0 0 9	0 0 2	0 0 11	
	Converting Coattees into Shells	0 1 0	0 0 3	0 1 3	
	Cuffing and Collaring Coattees	0 0 5	0 0 1	0 0 6	
	Cuffing and Collaring Shells	0 0 5	0 0 1	0 0 6	

263. The tailors, and all (excepting servants) who are allowed to act as tradesmen, or to be otherwise employed, will contribute some trifle to the Canteen fund, and set aside five per cent. of their gains towards defraying expenses for cricket bats and balls, quoits, foot-balls, nine-pins, shot for putting, and for the erection of gymnastic poles, bars, and the like things, designed for the personal amusement and comfort of the men who mount their guards, and do their duty by night as well as day, giving them the opportunity of acquiring money besides their regular pay. Accounts of the money collected, and its disbursements, will be balanced monthly by a Committee, to be formed of a Non-commissioned Officer from each Company (generally the Pay Sergeant), the Quarter-Master-Sergeant presiding. The Committee will propose any expense which they may deem judicious, but they are not authorised to incur it, until it shall have been approved of by the Commanding Officer, or some Officer appointed by him.

264. No smoking shall be allowed in the Tailor's Shop.

265. When the Regimental clothing is in hand, neither the Master Tailor, nor any of his men, shall be employed by any individual until it is all completed; and Officers will understand that *their* work must at all times invariably be laid aside until that which is absolutely required shall have been finished.

266. No man whom the Commanding Officer has permitted to work in the Shop, shall be removed from it without his express sanction.

267. Men turned out of any of the Regimental shops for misconduct shall not work at their trades on their own private account: and the Non-commissioned Officers of their Squads are enjoined to see this Order rigidly enforced, both in and out of Barracks.

Shoemaker's Shop.

268. Most of the above Orders will apply to the Shoemaker's Shop. The following is the price of work as last regulated by a Committee, who took into consideration the increased expense of leather, &c. abroad.

SCALE of PRICES fixed for Making and Repairing Boots for the Officers, Non-commissioned Officers, and Privates of the XXth Regiment.

DESCRIPTION OF WORK.	Price of Materials.	Workman's Wages.	Master's Wages.	Total Amount for each Job.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Wellington Boots	1 0 8	0 3 6	0 0 10	1 5 0
Boots (Soldiers')	0 7 10	0 1 10	0 0 4	0 10 0
Alteration of new Ammunitions, being re-made, nailed, and tipped	0 2 0	0 1 6	0 0 3	0 3 9
Boots, new bottomed, nailed, tipped, &c.	0 3 6	0 1 6	0 0 4	0 5 4
Ditto, new bottomed, vamped, nailed, tipped, &c.	0 5 0	0 1 8	0 0 4	0 7 0
Ditto, soled, heeled, welted, vamped, &c.	0 3 6	0 1 0	0 0 4	0 4 10
Ditto, soled, heeled, welted, nailed, &c.	0 2 9	0 0 10	0 0 2	0 3 9
Ditto, soled, welted, and nailed	0 2 0	0 8 0	0 0 2	0 2 10
Ditto, soled and nailed	0 1 11	0 0 6	0 0 1	0 2 6
Ditto, heeled	0 0 6	0 0 2	..	0 0 8
Ditto, toepieced	0 0 6	0 0 1	..	0 0 7
Servants' Shoes	0 7 4	0 2 2	0 0 6	0 10 0
One Piece	0 0 2	0 0 1	..	0 0 3

The Armourer.

269. The Armourer will be under the immediate superintendence of the Quarter-Master, with whose stores the tool chest will be carried on a march, and will be responsible to him for the serviceable state of tools at all times: he will submit them to his inspection on the 1st of January, and once in every quarter. He will report to the Quarter-Master through the Quarter-Master-Sergeant.

270. He will strictly adhere to the charges laid down in the General Regulations.

271. He shall not repair any arms without an express order, signed by the Captain of the Company, or, at his desire, by his Pay Sergeant.

272. He will keep all the firelocks of the Regiment in serviceable order; and he will examine each firelock separately (taking a note of any requisite repairs) at a monthly inspection of each Company's arms.

273. When an Officer gives over a Company to another, he will attend and minutely examine every firelock.

274. When a Company falls in for ball practice, he will inspect the firelocks of the men under arms, and if any stand be injured during the practice, it shall be brought to him, that he may make a memorandum of the circumstance, and be prepared to give evidence of it to the monthly Board of Claims.

275. He is strictly forbidden to have any private work on hand, whilst a single firelock requires repair.

276. When there is an unusual quantity of work, he shall have an assistant, for whom he shall provide a working dress. He shall select a man likely to prove occasionally useful to a detachment, and take pains to instruct him.

277. He will, on the 1st of every month, send to the Quarter-Master, for the Commanding Officer's information, a return (Form 22) shewing what work has been done during the preceding month.

The Quarter-Master-Sergeant.

278. The Quarter-Master-Sergeant will be under the orders of the Quarter-Master, report to him personally, see his instructions duly executed, and make out for him every return connected with his department.

279. He will attend all issues of every description to the troops.

280. He will superintend all fatigue parties told off for the removal of Regimental stores, cleaning Barracks, &c.; and will be present at all inspections of Barracks.

281. He will endeavour to prevent all damage about the Barrack squares and premises, and if it occur, exert himself to find out the party who committed it, that the repairs may not become a general charge on the Regiment.

282. He will see that the Pioneers who are immediately under him clean the Barrack squares, avenues, &c., allow no accumulation of refuse or decaying vegetables, and neglect none of their duties. He will be careful that gravel walks are kept free from weeds or grass.

283. He will visit the Regimental workshops, when the workmen are directed to assemble, and at occasional hours during the day, and report his observations to the Quarter-Master. At certain times every week, he will visit the servants' rooms and passages, when such duty can be performed without any intrusion on their masters' quarters.

284. He will superintend the fatigue party washing out the Guard Room every Friday, weather permitting (*see* 40 and 842), and whitewashing it every quarter. (*See* also 588.)

The Sergeant-Major.

285. The Sergeant-Major holds the most important situation among the Non-commissioned Officers. He shall be perfect master of every part of the established drill, have the Standing Orders of the Regiment well impressed on his memory, and know everything connected with the duties of all the Non-commissioned Officers and Privates. He shall be strictly just and impartial, scrupulously correct in his personal appearance and behaviour, and zealous in the assistance which he renders to the Adjutant.

286. He ought to be the first man present at all parades.

287. The strict maintenance of the interior system that is established, the efficiency of the Non-commissioned Officers, and the good conduct of the men, their general appearance both in cleanliness and carriage, their steadiness under arms, and their correctness in drill, greatly depend upon his zeal and talent.

288. He will be incessantly vigilant to discover and repress the slightest tendency to irregularity, on or off parade; and when he inspects the guards and other parties in the absence of the Adjutant, he will ascertain that the Orders regarding the set of appointments, and disposal of ammunition, &c., are exactly obeyed.

289. He has authority to order any men whom he sees awkward, slovenly, or irregular, to one day's practice drill; but he shall, at tattoo, every evening, report their names in writing to the Adjutant, and explain the cause of their being marked.

290. He will keep the duty roster, and detail the several duties of the Non-commissioned Officers.

291. He will daily enter, with his own hand, in a small book kept for the purpose, the names of those who are placed in the Defaulters' Room, sentenced to heavy or light drill, or confined to Barracks; and erase the names of the men who have completed their respective punishments.

292. He will daily give out the Orders to the Orderly Sergeants, in a slow, distinct tone of voice, reading a few words at a time, and mentioning when he comes to a stop, and waiting at each pause, until the slowest writer has called out the last word, having written it.

293. He will leave the daily Orders with the Commanding Officer every evening, and is responsible that they be taken by the appointed Orderlies to the Field Officers during the day. He will weekly make out for the Adjutant the return (Form 20) of the women who have attended church.

294. He will parade the Non-commissioned Officers at tattoo, and after collecting the reports from Companies' Orderly Sergeants, deliver them to the Officer on duty.

295. He will study the disposition of the Non-commissioned Officers, and on every favorable occasion give them his advice and attention. If he observe any omission of duty on their part, arising from ignorance, he will correct it, but if it be repeated, he will report it to the Adjutant.

296. When he can, from his own observation, suggest any measures likely to prove beneficial to the men, or conducive to the maintenance of discipline, he will not fail to mention it to the Adjutant.

297. He will, every Saturday evening, assemble the Companies' Orderly Sergeants, and carefully examine their memorandum books, in the presence of the Color Sergeants. These books will be of the prescribed form; and if any book be defaced or injured, it shall be replaced at the expense of the party whose neglect has occasioned the injury.

298. The Non-commissioned Officers and the men will stand at Attention when they address the Sergeant-Major or the Quarter-Master-Sergeant.

V.—OFFICERS.

299. Officers will not forget that it is due to the honorable profession which they have selected, to set at all times an example of gentlemanly feeling and conduct. It will be the endeavour of each in his own person, to uphold the high character of the Service, and scrupulously to abstain from associating with those whom he would hesitate to ask to his father's table, or to the mess of his brother Officers.

300. Punctuality at all parades is strictly exacted from the Private: it will not be neglected by his Officer. If, indeed, any Officer is careless or irregular in the performance of his own duties, he will not easily exact attention from others.

301. Officers will take pains to acquaint themselves with the several duties which attach to the Non-commissioned Officers and Orderlies.

302. They will pay attention to the appearance of the men, both in and out of Barracks, and notice any slovenliness in their carriage or dress, or in their mode of saluting. They will observe all guards and piquets, reliefs and fatigue parties, and check any irregularity which they may detect.

303. They are particularly requested to report, by a memorandum sent to the Orderly Room, the post on which they may observe any sentry slovenly in his carriage, or standing at ease irregularly, and note the hour.

304. When any irregularity is detected in Barracks or quarters, the Officers will censure the Non-commissioned Officer of the room or Squad to which the offender belongs.

305. Officers are requested never to decline receiving the salute which is due to their rank, under a feeling that the compliment is unnecessary; and they are requested always to return it. If they are not properly saluted, they will mark the offender for drill.

306. They will allow the men every facility of speaking to them when they come accompanied by a Non-commissioned Officer. They will minutely investigate all complaints that may be made by them, at the monthly muster (*see* 15), or at any other time; shew attention to their interests, and remove every just ground for discontent; while they offer well-timed advice, which will always be taken kindly, by the young soldier especially, and often have a most beneficial effect.

307. Officers will treat all Non-commissioned Officers with civility and attention; they will thus ensure for them the respect of the men, and easily maintain their due authority.

308. They will greatly promote the zealous obedience of the men, and their respect for their Officers, if they preserve among themselves, on all occasions of duty, the deference properly due to authority and rank. Official conduct of official matters, and the maintenance on parade of the greatest form and etiquette, will not prevent the closest intimacy in private intercourse.

309. A superior Officer will occasionally be compelled, in his official situation, to speak and act otherwise than he would, if he consulted his private feelings. Umbrage will not be taken at that which is designed for the good of the Service, and the maintenance of discipline. Professional and private intercourse cannot be too distinctly separated.

310. In addition to the books prescribed by the General Regulations, each Officer will possess a clearly written, or printed copy, of the Regimental Standing Orders.

311. All reports required from Officers, detailing any duty which they may have performed, will be made out in the handwriting of the Officers themselves. This Order equally applies to the Non-commissioned Officers. The Regiment may occasionally be so circumstanced, as to permit the Lieutenant-Colonel to dispense with certain portions of the regular reports, but such exemption will, from time to time, be distinctly stated in Orders.

312. Every Officer in charge of a Company, or superintending a department, will so acquaint himself with his duty, as to be independent of those who are immediately under him. An inferior, who perceives that his services are indispensable, is apt to presume, and lose respect for his superior.

313. Staff Officers are responsible for the correctness, and regular transmission, of the returns made out in their respective departments. Before they submit any document for the Commanding Officer's signature, they are requested to examine it minutely, and then to annex their own initials in pencil, as an evidence of their having found it correct in every particular. They compromise themselves, and the credit of the Regiment, if they allow the Commanding Officer unwarily to sign any thing that is false.

314. When the duties are light, Staff Officers will act judiciously, if they each have a young soldier in training, under the regular clerk of their office.

315. Quiet and orderly conduct in Barracks supplies strong evidence that a Regiment is well regulated, and officered by gentlemen. The senior Officer in Barracks is particularly responsible for the preservation of good order and regularity, but every Officer is bound to repress anything discreditable; and if a junior Officer disturb the tranquillity by riotous behaviour, remonstrance failing, he will place that Officer under arrest.

316. The Officers will not publish the private concerns of their brother Officers, nor in any manner encourage the discussion of Regimental matters in general society.

317. Officers, who go on duty where a Staff is quartered, will leave their names and address at the Assistant-Adjutant-General's, or Brigade-Major's office. They will take an early opportunity of calling upon the Commandant, and in colonies upon the Governor.

318. On their return to the Head Quarters from command, from the Staff, or from leave of absence, Officers are requested to report themselves in person to the Commanding Officer. If they rejoin a Detachment, they will, by letter, report their arrival to the Adjutant, unless the Officer commanding it undertakes to do so. They will make themselves acquainted with all Orders that shall have been issued during their absence.

319. They are recommended on all occasions to have as little baggage as is possible.

320. If they can suggest anything likely to prove beneficial to the Regiment or conducive to the comfort and happiness of the men confided to their care, they are invited to mention it to the Lieutenant-Colonel, who will be obliged by the mention, and fully consider the suggestion.

On Appointment.

321. All Officers who shall be appointed from the Half-Pay, or from any other Corps (under the rank of a Field Officer), will be required to go through the established system of recruit and company drill, in the same manner as Officers who have never joined (*see* 360); but the Commanding Officer will inspect them whenever he receives a satisfactory report from the Adjutant, and dismiss them so soon as he shall judge them to be fully instructed.

322. They will not under ordinary circumstances be placed on the duty roster, until they shall be dismissed by a Regimental Order.

Dress.

323. The good appearance of the Regiment makes it requisite that strict attention be paid by all ranks to uniformity of dress.

324. When a change of climate, or accidental circumstances, render a temporary alteration necessary, the deviation will be stated in Regimental Orders.

325. Officers going to games of amusement, or on excursions, will generally be permitted to appear out of uniform, but simplicity and neatness of dress is at all times to be observed, and Officers are requested constantly to bear in mind the advantage that results from their showing a good example.

326. Officers will not appear in the Barrack square, or in the Mess, or Reception Room, with dressing gowns.

327. On ordinary occasions at Mess, Officers will wear their coattee buttoned up, with a sash. On particular days, when General Officers or public bodies are invited, the white belt will be added. When Officers dine with a General Officer, or with any public body, they will wear their swords.

328. Officers will be dressed in uniform at every party, or place of public resort, within the distance of the furthest sentries of their own garrison.

329. Officers on Detachment will appear as carefully dressed at all parties, or public places, as if at Head Quarters.

330. The senior Officer present is on all occasions responsible for the correctness of the dress of the Officers.

331. By a General Order of the 24th June, 1830, the sash is to be tied on the left hip, and the pendant part to be one foot long.

332. On the subject of hair and whiskers, the following circular memorandum was issued from the Horse Guards, on the 1st May, 1837.—“The General Commanding-in-Chief has again been desired by the King, to call the attention of General Officers, and Commanding Officers of Regiments, to the repeated Orders that have been issued by His Majesty’s Command, against wearing long hair and whiskers. Lord Hill will accordingly be under the disagreeable necessity of reporting to His Majesty, any Officer who shall either deviate from these Orders in his own person, or suffer the Officers, Non-commissioned Officers, or Soldiers serving under him, to appear otherwise in this respect, than in strict accordance with His Majesty’s Regulations.” (Signed)

JOHN MACDONALD, *Adjutant-General.*”

333. If a brother Officer die, all the Officers will wear mourning, and the Band abstain from playing on public occasions for a fortnight. This has long been the custom of the Regiment, and no one will wish to see it neglected.

Illness.

334. An Officer prevented by illness from taking his duty, or attending parade, will intimate it to the Adjutant, and to the Surgeon, who will both report the same to the Commanding Officer; the former verbally, the latter by inserting the Officer's name in the Daily Sick Report (Form 7); and in the Surgeon's report will be named the number of hours' exercise which the Officer is directed to take; nor will any Officer in the Sick Report appear out of his quarters, unless for the purpose of taking the said exercise.

335. An Officer, taken sick on duty, will send immediate notice of it to the Adjutant.

Leave of Absence.

336. Few cases occur in which leave from a morning parade cannot be conveniently requested on the preceding day; and it is hoped that Officers will so arrange their amusements, as rarely to apply for leave on the established Regimental drill days, or on particular general parades.

337. The Captains being responsible for everything connected with their respective Companies, Subalterns will not apply, unless under very peculiar circumstances, for any leave, without having previously obtained their Captain's sanction.

338. Officers will apply for temporary leave of absence, personally to the Commanding Officer, or by writing through the Adjutant; but they are requested not to do so until they have made arrangements with another Officer to take their duty. If they apply by writing, the name of their substitute, with their own address when away, is to be mentioned in the note. If they obtain leave by a personal application, they will send these particulars to the Adjutant, for insertion in the register. They will make a point of not overstaying their time, no excuse but unavoidable necessity being admissible.

339. Before they request leave, even from one parade, they will ascertain that there is no probability of a Court-Martial, or other duty, for which they may be required. (*See 1282.*)

340. No leave shall be considered as granted, until an answer to the application has been received.

341. Officers, who apply for leave of longer duration than a month, will state the grounds of their application, as well as the period solicited. They are requested, also, to state in writing—1st, That they have made an arrangement for the regular payment, during their absence, of their proportion of the general mess charges; 2ndly, what that arrangement is; 3rdly, that they will leave no Regimental or other debts unpaid, where the Regiment is quartered; 4thly, that they will not seek an extension of leave, which may interfere with the claims of others, without previous sanction of the Commanding Officer; 5thly, their address during their absence. They are requested to make the same statement if they ask for permission to go on the Staff.

342. Those Officers will have the greatest claim for leave who shall have been longest without it, and the most effective duty Officers. A separate roster will be kept for each rank; but no Officer is entitled to expect leave until

is thoroughly acquainted with all branches of his duty. Officers in command of Companies, are referred to (1233).

343. No Officer shall give up his tour to another; but, if the period of the usual winter's leave on home service is divided into two parts, Officers may, for their mutual convenience (with the sanction of the Commanding Officer), exchange the first period for the second.

344. In application for general leave, it will be stated whether the Officer is a Member of a Court-Martial, or on Detachment; and any Officer who may, under urgent circumstances, solicit leave while he is absent from Head Quarters on duty, will be accountable for the travelling expenses of the Officer who may relieve him, and the conveyance of his baggage, both as he goes and as he returns.

345. All applications for extension of leave will be made through the Commanding Officer of the Regiment, that he may judge whether the request will interfere with the wishes of others, who may have stronger claims. Officers absent on duty will forward their applications for leave through the Lieutenant-Colonel.

Exchange of Duties.

346. Before Officers exchange duties, they will obtain the sanction of the Commanding Officer, and the application, excepting in cases of pressing emergency, will be made in sufficient time for the exchange to be mentioned in the daily detail, the Officer whose name appears in Orders, being required to do the duty.

347. No exchange of Garrison duties will be allowed, that shall save either of the applicants a tour of Regimental duty. An Officer procuring another, to take his Garrison duty, will perform any Regimental duty to which his substitute would be liable, had there been no exchange.

348. Non-commissioned Officers, who exchange duties, will have the previous approbation of the Adjutant, and the concurrence of the Officer commanding the Company, and application for the exchange will be made through the Sergeant-Major.

Quarters.

349. Quarters will be chosen by Officers, according to their Regimental rank, not their rank in the Army. (See also 1459.)

350. When a Corps marches into a new station by Detachments, the permanent choice shall not be made until all have arrived, unless, to facilitate arrangements, the last party will allow others to select for them. Officers, who shall subsequently join from duty, or leave, will receive rooms proportionate to their rank, but no Officer, under any circumstances, shall dispossess another of the same grade. If a superior Officer remove a junior, the junior shall have any suitable quarters that may be vacant.

351. Officers in occupation of quarters being answerable for all damages and deficiencies not noted when they receive possession of them, are recommended to take them over personally from the Quarter-Master, and after carefully examining them, to have an entry made of every thing that is found incorrect.

Let the same attention be paid on giving up a quarter, and after the inspection is completed, the Quarter-Master will take charge of the key.

352. An Officer will not transfer his quarters, or any part of them, to another, without permission of the Officer commanding the Garrison. He will not even establish his right to them, unless he occupies them.

353. Officers wishing to change their quarters, will apply for the consent of the Commanding Officer, either verbally, or by writing, through the Quarter-Master. If the exchange is permitted, the rooms will be given over in presence of the Quarter-Master.

354. If any of the extra accommodation in Barracks possessed by the Officers, be required by the Barrack Master, the junior of the Officers will be the first called upon to resign a quarter.

355. Officers who go on leave, for any period not extending beyond the Monthly Return, will not be required to give up their rooms.

356. Quarters left by Officers who go on Detachment will be retained by the Quarter-Master for the Officers who shall come in.

357. By a Circular from the Adjutant-General's Office, of the 2nd September, 1825, the Acting Paymaster of the Dépôt is permitted to choose rooms after the junior Captain.

Flank Company Officers.

358. The Lieutenant-Colonel, in his selection of Officers for the Flank Companies, will consider general intelligence and attention to duty, more than seniority.

359. Officers of Flank Companies appointed to the Staff, or to the Recruiting Service, or becoming students at the Military College, will be removed to a Battalion Company.

Subalterns.

360. Young Officers, when they first join, will fall in with all the drills (Light Infantry, as well as Battalion) established for the Recruits, occasionally telling off the Company, acting as flank men of subdivisions, as coverers, as leaders, and frequently taking the command, until reported by the Adjutant fit for duty, when the Commanding Officer will personally examine them, and, if satisfied that they are perfectly capable of exercising a Company in every part of its drill, will direct their names to be entered in Regimental Orders, that they may be dismissed.

361. To facilitate their progress, they may receive private instructions from the Sergeant-Major, or one of the Drill Sergeants (especially for the practice of the firelock, and in carrying the sword and saluting), but this shall not prevent their parading with the Recruits. Thorough knowledge of the drill must, sooner or later, be acquired, and they are strongly recommended to obtain it as quickly as possible, by a diligent study of the Field Exercise, and by a careful observation of the movements at all parades.

362. Recruits are ordinarily qualified for the ranks within three months. An Officer who combines study with practice, will, within that period, easily gain a *will* acquaintance with the various duties of a soldier.

363. Officers learning their drill will attend all guards mounting (occasionally acting as sentries, and as Corporals commanding reliefs), Courts-Martial, Courts of Enquiry, and Boards of Survey, if they do not materially interfere with their drill. Before they take their tour of Regimental duty, they will attend the Captain of the day for a week, in the performance of his Orderly duties, and be twice named in Orders to act as supernumerary to the Orderly Subaltern.

364. By the General Regulations, they will be six months with the Regiment, before they become members of a Court-Martial, nor will they be placed on the roster for guard, until they shall have twice mounted as supernumerary Officers.

365. Officers will not apply even for a temporary leave of absence, except under pressing circumstances, until they shall have been dismissed from drill.

366. They will read and make themselves acquainted with the General Regulations of the Army, and the Articles of War. General Officers have been particularly enjoined, at their inspections, to report specially by name any Regimental Officer who is not fully acquainted with the provisions of the Mutiny Act and Articles of War, a copy of which is annually issued to each Company that there may be no excuse for ignorance on the subject.

367. That they may have a proper confidence in themselves, and be enabled to check every irregularity, they will diligently read the Standing Orders, and accurately learn from them the duties of the different Regimental and Company Orderlies, &c.

368. They will make themselves acquainted with the whole of the interior economy and arrangement of their respective Companies.

369. They will strive to assist their Captain in the maintenance of discipline, and consider themselves individually responsible to him for the regularity, clean appearance, and orderly conduct of the Squads entrusted to their charge: they will, within two months, easily learn the name and general character of every man in their respective Squads.

370. They will daily visit the rooms of their Squad, be minute in their inspection, insist upon all the furniture, passages, &c., being well cleaned, and check the slightest irregularity.

371. A zealous discharge of their duty will ensure a cheerful compliance with Orders, on the part of the Non-commissioned Officers and men. If there be slovenliness, disrespect, and irregularity, the cause is generally found to lie in want of attention on the part of the Subaltern Officers. The Duke of Wellington, in his letter to Lord Castlereagh, of the 17th June, 1809, pertinently remarks—"We all know that the discipline, and regularity of all armies must depend upon the diligence of Regimental Officers, particularly the Subalterns. I may order what I please; but if they do not execute what I order, or if they execute with negligence, I cannot expect that British soldiers will be orderly or regular."

372. The Subalterns will report to their Captain every irregularity which they are unable to correct.

373. That they may have the opportunity of qualifying themselves to perform the duties of Adjutant, they will be named successively in Orders, on the last day of each month, and privileged during the following month, to have access to all returns and books in the Orderly Room; and they will seek information from the Adjutant and Clerks.

Captains.

374. The entire control and management of every Company, subject to the superintendence of the Field Officers, is vested in the Captain or Officer who commands it. The Captain will feel, and will do everything in his power to prove that he feels, the warmest interest in its welfare, and in the happiness of every man committed to his charge.

375. He will adopt measures to ensure his being early acquainted with its minutest concerns, and consider himself responsible for its conduct under every circumstance, and in every situation. He will encourage his men to make any representation which they may wish to prefer; he will not allow any case to be dismissed until it shall have been patiently enquired into; and if any complaint is well founded, he will see that prompt redress is afforded.

376. He is answerable for the correctness of the messing, and all the accounts; for the regularity, cleanliness, and good ventilation of his Company's Barrack rooms; for the preservation of the great coats, clothing, arms, accoutrements, and ammunition, and the Bibles and Prayer Books gratuitously issued; and he is requested to establish such a system of regularly inspecting the arms, accoutrements, necessaries, &c., in the Barrack rooms (occasionally making the men take off their jackets and boots, in order to examine the shirts, socks, and braces), as will prevent the necessity of great attention to minutiae on parade.

377. He will see that each man has his necessaries complete, and he will take special care that no Non-commissioned Officer, in any situation, or under any pretence, has anything to do, directly or indirectly, with the supply of the necessaries, or the remotest pecuniary interest in providing any articles for the mess. (*See 1125*).

378. He will not expect to find that soldiers preserve any articles committed to their charge, however essential to their health and happiness, unless they are frequently inspected; and looking to the establishment of discipline, and to the comforts of the men, he will enforce careful habits, by constant attention to minute details.

379. Soldiers are keen observers; they quickly form a just estimate of the character of their Officers, value good discipline as essential to the respectability and comfort of the Regiment, properly appreciate care and attention, and work most willingly and kindly under those who look most zealously after their interests.

380. The Lieutenant-Colonel will give every support in his power to the Captains, ~~but~~ ^{and} he hopes always to find in them that zeal and ability which will permit him to leave, with satisfaction, all the minor details of their respective Companies, and the maintenance of the interior system that is established, entirely in their hands. (*See 34.*) The less he interposes with authority, personally and directly, the more will the confidence reposed in them claim exertion on their part.

381. Every Captain (or Officer commanding a Company) will exact from all under him, in their several grades, the efficient performance of the respective duties (*see 6*), and will easily effect it without teasing or harassing the men. That which checks crime is not the degree of punishment, but the conviction that no offences, however trifling, will be overlooked. If slight irregularities are always prevented, there will be few of graver nature.

382. As Officers commanding Companies can award punishment to the extent of three days' drill, with confinement to Barracks, it is clear that they can award the minor punishments of six extra parades, or detention a short time on parades after the rest are dismissed, or falling in on the private parades, separate from the rest of the Company, as men requiring a minuter inspection, &c. Such punishments, though trifling in themselves, will, when they are judiciously employed, with admonition and advice, generally check the irregularities of ^{young} ~~well~~-disposed lads. No punishment of any extra duties under arms, such as guards, piquets, or sentries, shall ever be awarded, without the direct sanction of the Commanding Officer.

383. Dirtiness on parade, when other measures fail, may be obviated by convincing the Recruit that, in justice to the Corps, and in obedience to the Regulations of the Service, his accoutrements and arms must be kept clean and efficient; and that, if the Recruit will not keep them so, it will be the Captain's duty to request the Commanding Officer to permit some man to be found who *will*, and, as this man will expect payment for his extra trouble, that the money must, in fairness, come out of the Recruit's pocket.

384. In awarding punishment, it will be borne in mind, that far more may be effected with the new Recruit by kind advice, persuasion, and reasoning, than by severe measures, which often rouse a spirit of opposition, discontent, and sulkiness. If the raw lad be persuaded that his Officers and Non-commissioned Officers have his real interest at heart, and that he is never blamed but for his own good, he will work cheerfully, and little punishment will be necessary.

385. The Officer commanding a Company will zealously guide and correct the Non-commissioned Officers in their intercourse with the men, and inculcate the importance of a manly, frank, kind manner, combined with unyielding firmness, in demanding strict obedience of all Orders. Great watchfulness and judgment are requisite, while they are supported in their authority, and urged to an active performance of their respective duties, lest they unnecessarily and injudiciously find fault, with the view of bringing themselves into notice as smart disciplinarians.

386. As an encouragement to the well-conducted man, the compliment may at times be paid him, of not inspecting his kit or person, stating, in the hearing of others, that the examination is dispensed with from the persuasion that with him all must be correct. Passes for the day or night (*see* 1286) may be occasionally recommended (when clearly solicited for no improper motive), and the Commanding Officer will seldom refuse to sign them, if they are not too frequently submitted, and if the Company is behaving well.

387. Offences of so very trifling a nature as to demand a less punishment than a whole day's confinement to Barracks with drill, or three extra parades, need not be entered in the Company's Defaulter Book; but all offences for which a punishment to that amount is awarded by Officers commanding Companies must be duly recorded, and be reported weekly to the Commanding Officer, according to Form 13. That these returns may not appear to disagree with the Monthly Return (Form 27) in the returns of the first and last week of a month, a ruled line will separate the defaulters of one month from

the defaulters of another. (See 1195.) When a man's name has been in the Regimental Defaulter Book, the crime of which he has been guilty, and the punishment awarded, will be read on all morning parades for a week. Six months will have elapsed, from the date of the crime in the Regimental Defaulter Book, before he can be recommended for any of the usual indulgences granted to good soldiers. If he shall have been tried by a Court-Martial, the restriction will be reckoned from the completion of the sentence awarded.

388. Officers commanding Companies will learn from the Index of Forms, when, and by whom, the returns numbered 23, 35, 40, 43, 45, 46, 51, 57, and 67, are required from them. Half-yearly, namely on the 1st January and 1st July, they will send to the Orderly Room a return of the Courts-Martial (Form 42) held on men of their respective Companies during the preceding six months, that a comparative scale may be drawn up and entered in Regimental Orders, shewing the description and number in the several Companies for the last half-year. On the 1st of every January they are requested to send to the Commanding Officer a confidential nominal return of the men of their respective Companies who may have deserted during the preceding year, describing the general disposition and habits of each man, and explaining what the Officer considers to have been the cause of his desertion.

389. Officers commanding Companies will, at every monthly muster, ask all their men whether they have any claims or complaints to make; and if they cannot at once satisfactorily arrange what may be preferred, they will forthwith send a detail of the matter to the Orderly Room, for the Commanding Officer's information.

390. They will be careful that all Orders which concern the men be fully explained to them when they are read, and that the Standing Orders addressed to the Privates be read to them at least once every two months; and that they be read distinctly and impressively. (See 1277.) They will correct in pencil any errors of spelling or diction which they may detect in their Order Books, and make the Non-commissioned Officer who committed the mistake, enter the correction in ink.

391. They will often inspect the duty roster hung up in their Barrack Rooms, and see that it agrees with the roster in the Memorandum Books of their Orderly Sergeants.

392. They will frequently visit the sick men of their Company, and see to the respectability of the women, and the comfort of the children.

393. Captains will watch carefully the conduct of every lad that joins them, and oblige the Non-commissioned Officers to act fully up to the spirit of the Orders given in the 36th par. of the Field Exercise, and in the 47th page of the Sergeant's Drill Book. They will find themselves amply repaid for any attention paid to a Recruit during his first six months.

394. A lad learning his drill is not so desirous of having money to spend as he will be afterwards. It will be advantageous to take that opportunity, and to place him under small stoppages, for the things which he will require when he is dismissed to his duty; especially if he enlist at a period of the year when he is not entitled to his full clothing, and when therefore his bounty money may *not suffice to provide* all that is requisite; but he shall never have less than

twopence daily to expend as pocket money. (See 1253.) It will be preferable to purchase for him, at the sale of any of the men's kits, articles partly worn, rather than that he incur a heavy debt; for it is a discouragement to a young soldier, if he does not receive his full pay when he begins as a duty man, and it often leads him to sell his necessities. But if, through judicious stoppages, a man shall commence with a creditable kit, he will generally feel a pride in keeping it in good order, and it *rarely* happens that a soldier, who has a well-kept set of necessities, is himself dirty or ill conducted.

395. Knowing the advantage of having valuable Non-commissioned Officers, the Captains will seek to find out the men who have the best capacities, and who are most active and diligent in the discharge of their duties, that they may be recommended as Lance Corporals when opportunities offer.

396. They will never entrust Lance Corporals with money payments, and rarely put them in any very responsible charge.

397. They are requested to give every instruction in their power to the Subalterns, to encourage and advise them, and to inculcate the feeling that their own credit and the reputation of the Corps demand of them diligent performance of the duties required of them. A young man's military character is often formed by the Captain under whom he is placed; and his future advancement in life may be effectually compromised or secured by the habits which he is allowed to acquire when he first enters the Service. If through weakness or mistaken kindness, slack notions of discipline are then permitted, he has little chance of ever becoming a good Officer.

398. When a man applies for a furlough on the plea of visiting sick relations, Officers commanding Companies are requested to procure a certificate from the Clergyman of the parish, or the Surgeon in attendance, unless they can place implicit reliance on the statement of the applicant.

399. The Officer commanding a Company is held responsible for the release of his men from gaol, when practicable, on the day preceding the expiration of their sentence, that they may be kept the first night of their return in the Guard Room. He will therefore be careful to apply in sufficient time to the Commanding Officer, through the Adjutant, for an authority to forward an escort to receive them.

400. He will be extremely cautious in recommending men for permission to marry; and before he submits their application (Form 59) he will ascertain that the woman is of respectable character, and likely to prove of advantage to the Regiment.

401. The Captains will be competent to manœuvre the Battalion in every situation, and to discharge in all respects the duties of a Field Officer.

402. Returns (Form 25) of the conduct and character of the several Non-commissioned Officers will be sent with the Acquittance Roll by the Officers commanding their respective Companies. These reports will be carefully kept by the Adjutant, for the Commanding Officer's reference whenever promotions are made. And Officers commanding Companies are particularly requested to bring to the special notice of the Commanding Officer any man whom they may consider *deserving of promotion*, however low he may be on the list of *Non-commissioned Officers*. Staff Sergeants will not be named in these returns.

but the conduct of Non-commissioned Officers attached to a Company will be named in the return from the Company.

403. The following report, in which each paragraph will be separately numbered according to the detailed form, will monthly be required, in his own handwriting, from the Officer in command of each Company, and will be forwarded to the Orderly Room, with his Acquittance Roll.

Date _____

1. The balances named in last month's Acquittance Roll are correctly taken from the ledger.

2. The men are satisfied with their accounts, and understand them perfectly.

3. I know of no unsettled claim, which any man of my Company has on the Regiment, besides the credits named in the Acquittance Roll. The signatures or marks entered therein have been made in my presence, and witnessed according to Regulation.

4. I was present nine times during the past month, whilst the men were receiving their daily pay: Lieutenant *Atkins* seven times, Ensign *Brown* eight times (or as the case may be).

5. Nothing is due to any tradesman for work done for the Company, nor for groceries, milk, or provisions of any kind.

6. My Pay Sergeant has satisfactorily accounted to me for the money issued to him from time to time during the past month, and I have settled with him for that month.

7. My Company has received from the Barrack Department all the furniture and utensils to which it is entitled; its proper allowance of straw for bedding (where straw is issued), and due proportions of fuel and candles.

8. The passages to the Barrack rooms of the Company have been regularly lighted.

9. The men are complete in necessaries, except (*here should be named the number of each article, and cause of its not being issued*), and the necessaries are in a serviceable state, and marked according to the Standing Orders.

10. All the clothing, ammunition, great coats, caps, spare arms, and accoutrements, are in an efficient state (excepting _____), and agree in number with those named on the Quarter-Master's books.

11. Each man has a good spare flint, and a turnscrow and worm, with _____ rounds of service ammunition, in good order and properly marked.

12. None of the Non-commissioned Officers have anything to do, either directly or indirectly, with the furnishing of necessaries or provisions, which are procured in strict conformity with the Standing Orders of the Regiment.

13. I have inserted, in my own handwriting, in the Acquittance Roll, the number of times any men have been defaulters during the month, and the totals agree with the number stated in Regimental Orders. The initials respecting each man's attendance at School, and class of shots, are in my own handwriting.

14. Every entry up to this date required by the rules of the Service, as explained in the first page of the Small Ledger, affecting each Non-commissioned Officer, Drummer, and Private man, of the Company under my charge, as well as the men attached to it, has been correctly inserted in their Small Ledgers.

15. Each Recruit, on joining the Company, had a bed provided for his own use, the same night.

16. I, or Lieutenant _____, or Ensign _____, attended the Barrack Master's Inspection, on _____. The orders respecting the appropriation of the Barrack damages have been strictly complied with. The general charge for each man in No. 1 Room, was _____, in No. 2 Room _____, in No. 3 Room _____, &c. &c.*

17. The lodgings of the married soldiers allowed out of Barracks, were visited by me during the past month, when I found them (*as the case may be*). My Color Sergeant reported to me, that he visited them at least once a week, and could never detect that they were resorted to for the purpose of drinking, gambling, or any other irregularity (*or as the case may be*).

* Rarely ought there to be any general charges.

18. The documents mentioned in 462, 1020, and 1021, are put up in my men's Barrack rooms.

19. No men of my Company have boxes, but those whose names are with the Quarter-Master.

20. The instructions about the cutting of the men's hair have been duly attended to, and the Squads conform to the pattern men in every particular.

21. All Orders issued during the past month that concerned the men have been read to them (generally by me, or in the hearing of an Officer,) at three successive parades.

22. With the men attached to my Company, I duly received, and with those I detached, I sent, all the documents required by the Standing Orders of the Regiment.

23. Alterations during the past month:—

	Sergeants.	Drummers.	Corporals.	Privates.	
Strength at the Muster before last . . .	4	2	4	76	Increase. { Corporal Jones transferred from No. 4 Company; Private I. West transferred from 40th Regiment; John Smith, Henry Thomas, Recruits; Private J. Gill joined from desertion.
Added since . . .	—	—	1	4	
	4	2	5	80	
Decrease since . . .	1	—	1	4	Decrease. { Sergeant Thomas Smith, dead; Corporal John Shaw transferred to 87th Regiment; Privates Eld, Bond, and Jones, to No. 3 Company; William Wildes discharged.
Strength at last Muster	3	2	4	76	

Should there have been any death in the Company during the month, the Officer commanding it will state:—The same day that Private died, I, with two other Officers, took an inventory of his effects, agreeably to the 129th Article of War.

24. By the Register of Marriage and Baptisms, I have Non-commissioned Officers, and men married, with leave; Non-commissioned Officers, and men married, without leave; the former have children, the latter children.

25. The balance of my last Abstract with the Paymaster was £2. 7s. in credit; and the balance of the Company's Mess Bill, on the 28th ultimo, was 7s. 5d. in debt (*as the case may be*).

26. During the past month the cost of messing has been 3d. daily, which includes three farthings for washing. Provisions have been as follows:—Bread 2d. per lb., potatoes 3s. 3d. per bushel, coffee 6d. per lb., sugar 3½d. per lb., milk 4d. per quart. The daily rations for each man have been, on four fresh meat days, 1 lb. beef, 1 lb. bread, 1½ oz. sugar, ¾ oz. cocoa, 4 oz. rice; on three salt meat days, ½ lb. pork, 1 lb. bread, 1 lb. beef, ½ pint of peas, sugar and cocoa as on other days (*as the case may be*).

N.B.—No. 26 will be inserted in the Returns forwarded in January, March, May, and all such alternate months during the year. On the other months, a list will be inserted of all the necessaries which every man should have in his possession, with the price of each article. (Form 60.)

Officers commanding Companies will shew, every February, that they have complied with the War Office Instructions, of August 1839, by annexing the following Addendum to their usual Monthly Returns.

The entries in all the Small Ledgers of the Non-commissioned Officers, and men of my Company, have been read to them during the last month, and every alteration has been correctly inserted.

The Majors.

404. Each Major has a general superintendence over a Battalion. The senior, in the absence of the Lieutenant-Colonel, will take the command of both Battalions; at other times he will have the charge of the second Battalion.

405. The Majors will see that the inspections are properly made on the private parades, and that the Officers attend punctually at the second bugle.

406. They will visit and inspect the Regimental Hospital, the Barrack rooms, and the Messes of their respective Battalions, at least once in each week, and carefully enforce the strictest adherence to the General Regulations and to all Standing Orders.

407. They will take measures to ensure the necessities of the men of their respective Battalions being always in an efficient state. As a means of enforcing the closest adherence to the General Order, *that every man be paid daily*, it is hoped they will not omit to call frequently, at uncertain periods, for the daily Pay Sheets, and ascertain whether the proper entries are made at every daily payment, and that no column is provisionally filled up before the pay is issued.

408. They will inspect the Companies' Mess accounts at unexpected times.

409. The young Officer will expect the especial attention, advice, and instruction of the Majors of their respective Battalions.

410. Whenever an Officer of the Regiment dies, the Major of his Battalion will secure his effects, and proceed as directed by the Articles of War. If the heir or legal representative of the deceased Officer shall not be present with the Regiment, the Major will strictly comply with the instructions in the 128th Article, and not sanction the disposal of effects for the liquidation of debts not strictly Regimental and due where the Regiment is quartered. If he employ a Non-commissioned Officer or Soldier as Auctioneer, the Commanding Officer shall be consulted as to the remuneration to be awarded. Neither the Major, nor the Officers assisting him, shall avail themselves of any leave of absence, until the required returns shall have been given to the Paymaster in a satisfactory state.

411. The Majors will have learnt from experience, how much cordiality promotes the interests of the Service; the Lieutenant-Colonel therefore feels assured of their hearty co-operation in the measures which he may deem necessary for the maintenance of good discipline, and the interior economy of the Regiment; he claims and highly values their zealous aid. The Duke of Wellington, in a General Order, dated Badajoz, 16th Sept., 1809, says—"The Commander of the Forces cannot avoid to take this opportunity to call upon the Field Officers of the Regiments in particular, and all the Officers in general, to support and assist their Commanding Officer in the maintenance of discipline, and in the preservation of order and regularity in their Corps. The Officers of the Army are much mistaken if they suppose their duty is done when they have attended to the drill of their men, and to the parade duties of the Regiment. The order and regularity of the troops in camp and quarters, the subsistence and comfort of the soldiers, the general subordination and obedience of the Corps afford constant subjects for the attention of Field Officers in particular, in which by their conduct in the assistance they give their Commanding Officers,

can manifest their zeal for the Service, their ability and fitness for promotion to the higher ranks, at least equally as well as by attention to the drill and parade discipline of the Corps."

Officers in temporary Command.

412. An Officer in temporary command cannot issue or alter any Standing Order without reference to the Lieutenant-Colonel; and whatever may be his individual opinion respecting the system that is established, he will act on the conviction that uniformity of practice is essential to good discipline.

413. He will not give a soldier permission to marry, until he has obtained the Lieutenant-Colonel's approbation, nor recognise any marriage contracted without leave.

414. He will occasionally inspect the arms and necessities of all the tradesmen, servants, Hospital Orderlies, and any who do not attend the regular parades.

Memoranda for the Officers in temporary Charge.

415. The following is an extract from a letter signed by the Judge-Advocate-General, dated 2nd August, 1836:—"I have to state, that should a soldier absent himself without leave, the Clause 45 of the Mutiny Act provides that a Commanding Officer may direct that his pay should be forfeited for the day or days on which he has absented himself; and I am of opinion that his absence without leave, during a portion of the day or night, would be considered as absence on the day within the meaning of the enactment; so that, if a soldier should absent himself without leave at any time, for instance before twelve o'clock at night, and should return the next morning, the Commanding Officer would, in strict point of law, be authorised, if he thought fit, to deprive the soldier for two entire days, there being no such thing known to the law as a fraction of a day." (Signed) "R. C. FARQUHARSON."

416. By a letter to the Regiment, dated 23rd May, 1840, the Secretary at War decided that *subsistence* only (not exceeding 6d. per day) is to be allowed for prisoners waiting for an escort to convey them to gaols after an award by a Court-Martial.

417. If any serious affray occurs between civilians and the men, it will be advisable to get the men in Barracks under arms immediately, and collect the names of the absentees, report all the circumstances to the Officer commanding the district, and place the soldiers who have been connected with the affray in confinement, until his decision shall be known.

Officers commanding the Dépôt.

418. The Officer for the Dépôt will be selected for his zeal and ability, and not take the duty by roster.

419. In addition to the documents named in the 383rd page of the General Regulations, he will send with all Drafts from the Dépôt, embarking for the *vice* Companies, verified extracts from the Court-Martial Book, and from the *pôt* Defaulter Book; both papers signed by the Acting Adjutant, or the *icer* having custody of the Books, in the presence of the Officer commanding

the Depôt, and the whole of the Non-commissioned Officers belonging to it, that they may be enabled hereafter to swear to the authenticity of the signature, should such evidence ever be necessary.

420. The debts and credits shall be signed by the men, and by the Officer who last settled with them. The list of the men's necessities shall be comprehensive and exact, and a certificate attached to it from the Officer commanding the Depôt, stating that they were inspected in his presence by the Officer commanding the Draft, and a Non-commissioned Officer, and found complete according to all the particulars detailed in the list. The Officer commanding the Depôt shall also obtain a certificate from the Officer commanding the Draft, acknowledging that the above documents have been delivered to his charge.

421. In the list of wives and children of soldiers who embark with a Draft, the date shall be inserted of the authority by which children, whose mothers are dead, are permitted to accompany their fathers. The authority also shall be quoted allowing any extra woman to embark.

422. When it is practicable, a few good old soldiers who have the reputation of the Corps at heart, shall be left with the Depôt, to be equally distributed among the Squads of Recruits, and to be responsible for their good conduct.

423. The Officer commanding the Depôt will consider the restriction (*see* 413) specially applicable to himself; he will, indeed, be guided by the spirit of all the instructions given to the Officer in temporary charge, and he will be very careful that all the women and their husbands understand, that if any woman embark without proper authority, or subsequently find means to join her husband abroad without permission, neither she nor her children will be placed on the Ration Return.

The Quarter-Master.

424. The Quarter-Master is answerable for all the Regimental stores of every description, for all the clothing, appointments, arms, and ammunition, not in the possession of Companies; and he shall issue none without the consent of the Commanding Officer.

425. The Officers will sign in the Quarter-Master's book an acknowledgment for the arms, accoutrements, &c., which have been issued for their Companies, and for which they personally become responsible.

426. On the return of any party with firelocks loaded with service ammunition, the Quarter-Master will be prepared to receive it, so soon as the charges are drawn.

427. He shall always have by him a supply of necessities for the men. Before the stock in hand is exhausted, he shall bring the subject to the notice of the Commanding Officer, and ascertain whether any alteration is desired in the quality of the necessities, or the mode of obtaining them.

428. He will not procure any necessities unless in the mode directed by the Commanding Officer (*see* 1129), nor will he ever issue any, until a Board shall have examined the supply, and expressed their approval of the articles, and the tradesmen's prices.

429. At the end of March, and each succeeding quarter, after the inspection by the Board (*see* 1131), he will lay before the Commanding Officer a return

of all the necessaries in store, shewing what has been received and issued since the last return.

430. His accounts with the tradesmen supplying necessaries shall be balanced at the end of every quarter, when he is on home service, and submitted, with the receipts, for the Commanding Officer's examination, before the conclusion of the following month.

431. When the Regiment is abroad, the money stopped from the men will (agreeably to the 26th clause of the Clothing Warrant for 1841) be remitted by the Paymaster quarterly to the tradesmen. (See 566.)

432. The Quarter-Master will receive and issue all ammunition, and he is held responsible that the applications for the spring and autumn allowances are submitted for the Commanding Officer's signature in good time. Barrels into which ammunition has been packed shall, when emptied, be handed over to the Barrack Master of the station, and receipts taken for them.

433. On arriving at a new quarter he will obtain from the Barrack Master (agreeably to the General Regulations) information as to all local orders and instructions.

434. He shall receive over the Barrack rooms direct from the Barrack Master, who will produce inventories in duplicate of the furniture, bedding, and all utensils. He will see to the correctness of the inventory board hung up in each room. If he wishes it, he shall obtain from the Officers receipts for what he gives over to their respective Companies. He will sign the inventories (named in the 256th page of the General Regulations) of the articles issued for the soldiers' rooms and the stables.

435. If any of the kitchen coppers become cracked, or any expensive damage occurs, not attributable to carelessness, report of it shall at once be made to the Officer commanding the District (through the Assistant-Quarter-Master-General), as well as to the Barrack Master, that the necessary steps may be taken, without loss of time, to enquire into the circumstances, and satisfy the Board of Ordnance, if the Barrack Master consider it his duty to charge for the repairs.

436. As damages charged to the troops are to be repaired without delay, the Quarter-Master will notice to the Officer of the District all damages charged for in the preceding month's accounts, which shall be found at a monthly inspection to remain without repair, that the neglect may be represented, through the Quarter-Master-General's department, to higher authority.

437. When the men's rooms, or the passages, or the stables require white-washing, the requisition will be made to the Barrack Master. If the requisition be not attended to, report shall be made as above. (See 436.) If at periods between the monthly inspections anything require immediate repair, the Quarter-Master will instantly report it to the Barrack Master. If any difficulty or delay arise, the Quarter-Master will mention it to the Commanding Officer.

438. Strict orders have been given to the Officers of the Royal Engineers, at periodical and other inspections, to examine Barrack premises, and even the exterior walls, and report if they observe any infringement of the Regulations within the Barrack precincts. The Quarter-Master will, therefore, if any injury

is done, endeavour to ascertain the party who ought justly to pay for the repairs, that they may not become a general charge.

439. Barrack Masters are required to hand over to the Corps marching out, against which the charge is made, a copy of the estimate of damages done to buildings. They are also directed to hand over to the Corps coming into Barracks, a duplicate of the same estimate, that the Officer commanding the latter Corps may satisfy himself that all the damages are duly repaired. If either of these instructions shall be neglected, the Quarter-Master will report it to the Commanding Officer.

440. Barrack Masters have been instructed, that the number of panes of glass with a single crack are to be specified in the inventory made out at the time of delivering over the Barracks. If any of these panes shall, at subsequent inspections, appear to have more than one crack in them, or, if any additional panes shall be discovered with one crack, they shall be broken, and the expense of new panes charged to the Corps; unless it shall be regularly ascertained that the damage was not occasioned by the troops. At some stations, by the terms of the Government contract, cracked panes must not be further injured, as the glass is the property of the glazier.

441. When the Regiment, or any part of it, marches out, the Quarter-Master will give over the vacant rooms to the Barrack Master, in conformity with the General Regulations; and will see that the strictest justice is done to the men and Officers.

442. Aided by the Schoolmaster Sergeant, he will, at most stations, receive over from the Barrack Master, the military library established for the Non-commissioned Officers and men, and deliver it up to the Barrack Master, on the Regiment leaving its quarters.

443. The men's quarters will be told off to the several Companies numerically, in the order in which they stand on parade, the Grenadiers on the right, the Light Infantry on the left. Where there is a staircase or passage in common, each Company shall be answerable for the cleanliness of an assigned portion.

444. The small rooms for Sergeants shall, under no circumstances, be appropriated to married Privates.

445. If the Regiment be ordered on actual service against an enemy, the Quarter-Master will apply for the Commanding Officer's instructions regarding the number of soles of boots to be taken with the Regiment.

446. If the Regiment encamp, the Quarter-Master will dress the line of tents, and point out the position for the cooking and retiring places.

447. He has a general superintendence of the Barracks or Camp, as regards their cleanliness and good repair. It is his particular duty to see that the grounds, staircases, passages, guard rooms, furniture, workshops, and cells, are kept clean and in good order, all gravelled squares free from weeds, the boards of Orders in the Guard Room legible, the sentry boxes in repair, the regulated allowance of coal and candles daily issued to the guard, and the cells complete in the articles allowed.

448. He will visit all the Barrack rooms and passages during the time of morning parade, and notice to the Officer commanding the Company, an *irregularity*, however slight; and subsequently, if it be not corrected, to the

Commanding Officer. He will see that all tubs likely to prove offensive, are removed from the men's rooms at the rouse bugle, emptied, half filled with clean water, and lodged for the day in the place assigned for them. He will daily visit the Canteen, and examine the beer, spirits, and provisions, and report to the Commanding Officer anything objectionable in quality or price.

449. The Pioneers are under his immediate charge, and if he deem it necessary, fatigue men will occasionally be allowed to assist them in cleaning the exterior part of the Barracks, and in cutting up the wood served out for fuel.

450. If he carefully attend to the directions given to him in Orders, relative to a march, much expense will be saved in the transport of baggage, and the comfort of the men and Officers will be much furthered.

451. Unless he establishes, and perseveres in a judicious and economical system, he will not be able to carry the Regimental baggage for the regulated allowance. When it is practicable, he will take advantage of water conveyance, and on the first intimation of a move, establish a competition among the several carriers by putting up notices, and requiring sealed proposals, to be addressed to the Board of Claims, by parties willing to contract for the transport of the baggage. On home service it will seldom be necessary to press carts. When an arrangement is made, the names and residences of the contracting parties will be taken down, that they may be sent for at a moment's notice. The expenses for carriage will greatly vary, though the money allowed by Government is the same; the savings on one march, therefore, must help to defray the extra expenditure of another. The Quarter-Master will submit the accounts to the first Board of Claims that assembles after he arrives at a fresh quarter: he will also show the statement of the baggage fund. The weight of every separate Officer's and Company's baggage will be stated.

452. When the yearly clothing arrives, he will exert himself to have it quickly fitted; and frequently visit the Tailor's Shop, seeing that all hands are constantly employed at the alterations that may be necessary, and at no other kind of work till the fitting is satisfactorily completed. According to General Orders, the clothing shall be finished, and in the possession of the men, by the 1st of April. He will see that the boots fit the men for whom they are designed, before they are branded with the owner's Regimental number. The set of clothing, sealed by the Board of General Officers in London, will be issued the last, and the name of the individual to whom it is given, will be noted, that the pattern suit may be produceable for reference, at any time.

453. If the clothing arrive not in proper time (in the United Kingdom by the 1st of January), the Quarter-Master will bring the subject to the notice of the Commanding Officer, that the Regimental agent or clothier may be written to; and when the clothing is fitted, he will send the extra Tailors to their duty.

454. The Shoemakers and Armourer are under his superintendence. He will report any workmen who are negligent or unskilful, that they may be sent to their regular duty, and see that no more tradesmen are at any time employed than are absolutely necessary.

455. Money due to a man as an artificer shall be paid by the Quarter-Master to the Officer commanding the man's Company, that it may be credited in his accounts, and given to him in equal daily payments.

456. On the 1st of every January, and every military quarter, he will inspect the Armourer's tools, and in the report for such months, state whether he had the requisite articles in serviceable order. He will see that the Armourer minutely inspects all the arms of the several Companies once in each month, agreeably to the General Regulations.

457. He will have the boys who may be of a suitable age, properly instructed in trades, under the Master Tailor, Shoemaker, or Armourer.

458. He will make all requisitions and returns relating to issues in Barracks and camp, and on board ship, and superintend the delivery of them, seeing that justice is done as to quality, measure, and weight. If any of the supplies are not so good as they ought to be, he will report the matter to the Captain of the day, that a Board of Survey may be held. (See 705.) When the Regiment is abroad, he will ascertain the form in which the local Commissariat Officers may wish any objectionable rations to be condemned, and the mode in which they can be soonest replaced.

459. Barrack Masters are instructed to issue hand scrubbing brushes (although not named in the Schedules of the Queen's Warrant), in the same proportion as long scrubbing brushes.

460. If the Barrack Master shall receive into his store either coal, coke, or candles, intended for the use of the troops, without applying for a Board of Survey to examine and report upon the quality, the Quarter-Master will mention it to the Commanding Officer.

461. When Recruits are expected to join late in the day, he is requested to draw the required bedding from the Barrack Master prior to their arrival, and to issue it, so soon as they are posted, to the several Companies.

462. He will *satisfy* the soldiers that the most zealous attention is paid to their interest, and comfort, and that they constantly receive everything to which they are entitled. If the slightest alteration takes place in any issue of provisions, fuel, candles, or stores, or in the price or quantity of articles purchased for the Messes, he will send a fresh scale to the Orderly Room to be inserted in Regimental Orders, shewing the allowances to which every man or Company is entitled, and see that a copy of it is hung up in the Barrack room of No. 1 Squad of each Company.

463. He will ascertain where decent coffins can be procured at the most economical rate, and send a memorandum of the charge to the Orderly Room.

464. When troops are suddenly detached from permanent Barracks, Barrack Masters are authorised, in cases of emergency, to issue bedding and stores on the requisition of the Commanding Officer. When, from any peculiar circumstances, an unusual supply of straw, &c. has been issued, the expense will be recovered by an application to the Secretary at War; but a minute representation of the facts must be made, and the amount of each article separately stated, with the dates of issue.

465. If the Regiment be stationed where a deficiency of water may be expected, the Quarter-Master will bring the circumstances in sufficient time to the notice of the Commanding Officer, that steps may be taken to prevent waste, *and if necessary, to limit its issue.*

466. The following Report is required from the Quarter-Master, on the 3rd of each month:—

1. I daily visited the Canteen during the past month, and the Barrack rooms and passages, excepting on . I found everything correct, excepting what I have reported to you, or repressed.

2. I was daily present when the bread and meat were issued (excepting on).

3. The Pioneers have properly performed all their duties during the past month.

4. All the damages charged to the troops, for the month preceding the last, have been repaired (excepting).

5. Every Thursday during the past month (excepting), I inspected the Cooks and their assistants in their frocks and caps, and found them (as the case may be.)

6. The instructions respecting cooking have always been hung up in the cook-houses during the past month; I frequently visited them, and found the cooking to be good (except on).

7. The Regimental cells are in good order, and the doors are strong and well secured, and the prisoners therein have all the Barrack articles to which they are entitled.

8. After satisfying myself that the men had properly cleaned the Barrack rooms and furniture, I allowed them to go out on Friday the at o'clock.

on Friday the at o'clock.

on Friday the at o'clock.

on Friday the at o'clock.

9. Every Saturday the Orderly Sergeants of Companies reported to me that they had visited the Servants' rooms, and I have reason to think that they are all in good order (or as the case may be).

10. I can state from my own observation that the instructions respecting the drunkards' Mess are duly enforced (or as the case may be). *All the Ventilators in Barracks*

11. No Recruits have joined; or, all the Recruits, who joined during the past month, were supplied with bedding from the stores on the night on which they arrived.

12. I have some of every description of necessaries in store, and do not think all will be drawn, of any one kind, before the arrival of another supply, excepting (here should be distinctly stated what articles are not in store, or are likely to be issued before a fresh supply can be expected). *The date of the order sent for any supply will be mentioned.*

13. My charges against the respective Companies I sent to the Paymaster on the 1st instant.

14. I duly sent the Ration Returns to the Commissariat Office at the appointed time.

15. All the money due to the Regimental tradesmen I paid to the Officers commanding their respective Companies.

for

(Signed)

, Quarter-Master.

N.B. On the 1st of April, and every corresponding quarter, a statement respecting the inspection of the Armourer's tools will be required.

Adjutant.

467. The Adjutant has varied and important duties, which require unremitting vigilance, and the exercise of much foresight, judgment, and discretion. He will consider himself the Commanding Officer's principal assistant, and feel that his own character as a soldier is identified with the efficiency of the Regiment.

468. He will scrupulously set an example, of strict obedience to Orders, correctness in dress, and punctual attendance to all duties.

469. He will be the channel through whom all Orders are conveyed, and responsible that the proper parties are named according to roster, for their respective duties. He will be answerable for the Orders being authentic, and correctly issued, and will spare no exertion to have them executed. He will

see first from Adjutant's return

know almost by heart, the General Regulations and Orders for the Army. When he gives over the daily detail and the Orders to the Sergeant-Major, he will be careful that they are fully understood. He will see that the Garrison Orders are taken down by the Orderly Sergeants so soon as practicable after they are received.

470. He will have charge of the Regimental Books, and be answerable for their being correctly kept, and see that all the necessary entries are *punctually* made. He will compare the copies that may be taken of any letters, returns, and Orders, with the originals, and certify the having done so, by putting his initials at the bottom.

471. He will prevent the possibility of fraudulent entries or erasures being made in the Register, and allow no leaf to be taken out, or put in, without a note explanatory of the cause, in his own handwriting, at the end of the volume.

472. He will see that the Registers be carefully filled, according to the details in the 362nd page of the General Orders and Regulations, and the instructions in the Explanatory Directions for the guidance of Paymasters, from the 401st to the 408th paragraph inclusive; and personally examine them every quarter, assisted by the Paymaster (*see* 563), comparing the entries with the attestations (or copies of the verified records, if the Regiment is abroad), and send to the Commanding Officer the following Report:—

I have strictly complied with the instructions for keeping the Regimental Records of soldiers' services. Every entry affecting each man's service and pay, up to the end of the quarter ending the last day of March (*or any corresponding quarter*), has been faithfully inserted, under my own superintendence, in the Regimental Register.

Assisted by the Paymaster, I compared all fresh entries, with those made in the Attestation Book (*or certified records, if the Regiment is abroad*) for the same quarter, and am certain that the several alterations exactly correspond in the two books.

The extracts from Courts-Martial affecting men's characters, have been duly entered.

The Register Book of Officers' services is duly completed.

(Signed)

, Adjutant.

473. He will see that the general instructions and notices relative to accounts, from time to time transmitted from the War Office, be entered in a book kept for that purpose, and retained in the Orderly Room.

474. The Defaulter Book, made up according to the instructions in the Adjutant-General's letter of the 12th of June, 1839, being by the 31st Article of War made legal evidence to prove habitual drunkenness, and a witness being allowed to refresh his memory by a reference to it, before deposing as to character, no erasures or interlineations of it shall be permitted. The Adjutant will himself compare the entries from time to time with the Guard Reports (if any error be committed, the crime will be re-entered in another line), and the Adjutant will sign his name in red ink, across every crime of drunkenness. If the Commanding Officer, in consequence of any solemn promise of amendment, overlook an offence that would otherwise have been registered in the Regimental Defaulter Book, such forgiveness will be only conditional, on the offender keep his promise. The crime will therefore be entered in the Company Defaulter Book. The Adjutant will insert his initials in the column of Remarks in the Regimental Defaulter Book, that he may be reminded of the circumstance; *the offence will hereafter be inserted, if the soldier forfeit his word.*

475. It will sometimes happen that men are confined for crimes which on full investigation are not in all particulars clearly proved against them; the Adjutant will, therefore, see that any incorrect charge in a Guard Report is rectified immediately after the Commanding Officer has seen the prisoner, and before it is transcribed into the Defaulter Book. The Adjutant will not allow Guard Reports to be destroyed till a year after their dates.

476. He will see that, at least once in each month, the Orderly Sergeants be assembled, and read from the Company Defaulter Books, the crimes, with the dates and the award, of each individual, as he is named in succession by the Sergeant-Major.

477. He will establish system in the Orderly Room; select quick and attentive clerks, and often change the junior, practice in the Orderly Room being very advantageous to young Non-commissioned Officers.

478. He will attend at the Orderly Room directly after morning parade, and, having previously examined all the daily reports and states, will see that they be laid ready on the table, and will then be prepared with all returns and reports that require the Commanding Officer's signature, and be responsible for their punctual transmission, as well as correctness.

479. Returns and certificates sent to the Orderly Room from Companies or Officers will not be filed or put away until the Adjutant has examined into their correctness. If they be correct, he will vouch their accuracy by his initials on the back; if incorrect, he will return them to the party who signed them, explaining the irregularity. He will report to the Commanding Officer any neglect of duty which he finds his own authority or influence insufficient to check.

480. He will see entered on all General Orders, and public letters of consequence, the date at which they were received by the Regiment.

481. On the receipt of a General Order, affecting any of the instructions laid down in the General Regulations, or Explanatory Directions from the War Office, he will make a note opposite to such instructions (in the copy kept in the Orderly Room), of the purport and date of the later Orders. He will not fail to lay before Regimental Boards every instruction and document connected with the subject for which they are assembled.

482. He will parade and inspect all Guards, and all armed parties that are to be delivered over to an Officer or commanded by him, taking particular care that all the men are clean, and in all their appointments and clothing conform exactly to the Standing Orders.

483. He will not interfere in the interior arrangements of any Company, but he will notice to the Officer commanding it, every irregularity, or deviation from the Standing Orders; and if it remain uncorrected, he will draw the Commanding Officer's attention to it.

484. When he inspects the men for duty, he will personally tell off the cleanest and smartest of the soldiers, entitled to the privilege, as Orderlies, not leaving the selection to the Sergeant-Major.

485. He will be fully acquainted with every part of the drill, from the instruction of the Recruit, to the manœuvres of a Brigade, and know the name and general character of every man in the Battalion.

486. The soldierlike carriage of the men, and their steadiness in the field, will greatly depend upon his exertions and abilities.

487. He is responsible that the Officers junior to himself, and all Non-commissioned Officers, are perfect in the drill; and he will easily instruct them, without harassing them, if he use the skeleton ropes with the defaulters and marked men. He will often instruct the Non-commissioned Officers, by themselves, in taking up distance and alignments, in covering and marching perpendicularly to their fronts, with and without points, and occasionally practise them in the Manual and Platoon, and all parts of Squad and Light Infantry drill. Unless the Non-commissioned Officers know the drill *thoroughly*, the movements of Companies or Battalions will not be correct.

488. He will often collect the Non-commissioned Officers in the Orderly Room, and question them on subjects connected with their duty, both in quarters, and in the field. In the latter, Doyle's Catechism, and Sinnott's, will greatly assist him.

489. The drill of the recruits is under his immediate superintendence. In fine summer weather they will be qualified to join their Companies in three months. (*See* 930.) He will see that the drill instructors have a good method, with patience and good temper. He will personally attend the ball practice of the recruits, and prevent any slovenly manner of taking aim. If there is no traversing rest in the Barracks, he will have something arranged, on which the firelock may be rested and aim taken. A part of the Barrack wall, near the drill ground, ought to have numbers painted on it, at which the Recruits may take aim, in succession. He will see that they are practised also in taking off their locks, in properly fixing their flints, and in piling arms; nor will he neglect the feu de joie, and the funeral exercise.

490. He will acquaint every Officer, on his first joining, with the Standing Orders of the Regiment, and with the time of parade; and undrilled Officers with the hours at which they are to attend for instruction. He will keep the roster of Officers' leave, and of their several duties, under the respective heads, Guards, Piquets, Commands, Detachments, Working Parties, Orderly Duties, General, District, and Regimental Courts-Martial, Courts of Enquiry, Boards of Survey, &c., with such clearness and accuracy, that he may at once show to any Officer seeking the information, why he is warned for a particular duty.

491. He will examine the Sergeant-Major's roster book, and be certain that the latter properly checks, every Saturday, the roster in the Company Orderly Sergeant's memorandum book.

492. He will not fail, so soon as practicable, after arriving at any new quarter, to obtain every information connected with the discipline of the nearest prisons; to see that the Garrison Orders for the different sentries are understood, to make the changes that may be necessary in the Orders for the Regimental Sentries, to have them clearly written out, and hung up in the different sentry-boxes, and also in the Guard Room, together with the several lists ordered (*See* 855.)

493. Great benefit will accrue if he occasionally visit the Guard and Sentries, and ascertain that they strictly perform their duties.

494. If any man shall be reported drunk under arms, all the circumstances

will be investigated, and every endeavour made to ascertain how the prisoner has obtained the liquor; the Commander of the party, and all the Non-commissioned Officers and men belonging to it, will be all more or less implicated.

495. Whatever may be the description of the Court-Martial, the Adjutant, if he be not acting as prosecutor, or otherwise prevented (in which case a competent person must be duly warned), will give evidence respecting the former convictions, and general character of any prisoner of his Regiment, ordered for trial. It is not legal for him to state the grounds on which his opinion as to character is formed; but he may refresh his memory by perusing the Defaulter Book. When it is practicable, he will produce the Court-Martial Book, as a more satisfactory evidence than a certified extract from it, which is not to be taken, but under the circumstances stated in the War Office Circular of the 23rd June, 1834.

496. He will warn all prisoners ordered for a Court-Martial, that previous convictions will be brought in evidence against them; give them a copy of the charge against them, and ask them what witnesses they wish to call for their defence. He will be careful that the witnesses, both for the prosecution and defence, are duly warned; that a return of their names, &c. is prepared (agreeably to Form 55); and he will, when necessary, appear himself as prosecutor. If prisoners are to be tried at a distance from the Regiment, they will be warned by the party selected to depose to previous convictions and general character.

497. As the award of a Court-Martial sentencing to imprisonment, commences from the day on which the proceedings are signed, the Adjutant will lose no time in having the proceedings read to the prisoner. They shall be subsequently read to the men at the first parade.

498. He will send to the Paymaster certified copies of all sentences that award loss of pay or beer money, imprisonment, or deprivation of pension, or discharge. He will, on the last day of every month, send him a return of the men whose pay shall have been stopped in Regimental Orders, and, in short, a list of all casualties affecting pay.

499. When there is a fire engine, he will instruct the men how to use it.

500. In occupying a camp or cantonment, he will take care that all are made acquainted with the parade ground and alarm posts; and he will point out where the different sentries are to be posted.

501. In a garrison or camp he will receive the orders from the Town or Brigade-Major, and communicate them to the Commanding Officer.

502. On an intimation being received from the Barrack Master of repairs or work to be executed, the Adjutant will name the subject to the Commanding Officer, that due notice, if necessary, may be given in Orders, to prevent the workmen being delayed, or the occupants of the buildings inconvenienced.

503. He will send all Regimental Orders to Detachments at least once a week; daily, if the distance is inconsiderable.

504. He will, once in each fortnight, read and explain to the patients in Hospital, those Articles of War that relate to malingering and irregular conduct, whilst they are under medical treatment.

505. He will explain to all camp followers and retainers employed by the

Regiment, that they are liable as soldiers to the punishments decreed by the Articles of War for certain offences.

506. He will inform all soldiers who may lose their wives, of the directions respecting the children, communicated in the War Office Circular of the 27th of February, 1841.

507. All the punishment drills are under his particular superintendence : he will often visit the Defaulters' Room, and if a Drunkards' Mess be formed, he will strictly enforce all the directions respecting it.

508. He will be careful, before a Bible or Prayer Book is issued to any man, that the man's name, with the date of delivery, is distinctly written on the first page. (See 1210.)

509. Three days after arriving at a new quarter, the Adjutant is requested to send the Commanding Officer the following Report :—

1. I sent early intimation of the expected removal of the Regiment from its last quarter, to the Inspecting Field Officer under whom the recruiting parties are stationed.

2. At the two parades immediately preceding the departure of the Regiment, I read to the men the Standing Orders regarding a march.

3. The return (according to Form 38) was sent in by the Committee of the Sergeants' Mess, shewing that all debts due to and by the Mess, were properly discharged.

4. I paid attention to the messing of the defaulters during the march, and everything connected with it was carried on regularly.

5. All the lists and memoranda required by the Standing Orders are hung up in the Guard Room. They are made up to _____, and my signature is affixed to each, as a voucher for its correctness.

6. The credit of the Regiment has been cried down.

7. I have visited the gaols in this neighbourhood (or, written to the Governor, if at a considerable distance), and am fully prepared to give the Members of any Court-Martial every information connected with the discipline and diet of the respective prisons ; and I have ascertained that gaol clothing is allowed, *or that it is not*.

N.B. If the Regiment has marched into a different district, the Adjutant will state that the necessary alterations have been made in the memorandum (hung up in the Orderly Room), explaining what returns are to be forwarded and ought to be received during the year.

510. The Adjutant will not place Lance Corporals, when it can be avoided, in charge of guards.

511. He will place every fatigue-party in charge of a Non-commissioned Officer.

512. About tattoo time, the Adjutant will be on the look out, and see that no drunkenness is screened.

513. The following Report is required from the Adjutant, on the 3rd of each month :—

1. All the lists and memoranda required by the Standing Orders are hung up in the Guard Room and Orderly Room. They are completed to the end of last month ; and each of those in the Guard Room my signature is attached, as a voucher for its correctness.

2. All the reports and returns required by the Standing Orders have been regularly sent to the Orderly Room by the appointed time (excepting _____). As they came in I examined them daily, and when I was satisfied that they were according to the prescribed form, and that no part had been omitted, I wrote my initials at the back of each, as a voucher for its correctness.

3. The entries in the Regimental Defaulter Book have been made under my superintendence, and I have carefully compared those of the past month with the Guard Reports and Court-Martial Book, and I am certain that they are correct, and that *all* the crimes entered that were to be recorded.

4. The required entries from the proceedings of Courts-Martial have been inserted in the Court-Martial Book, during the past month. The copy of each Regimental Court-Martial has been signed by its President, and countersigned by the Commanding Officer.

5. No man has recently returned to his duty from furlough, from being servant, or from any Regimental employ, who is not duly attending drill.

6. The several Regimental duties were performed by the Officers whose names appeared in Orders for such duties. The Presidents of District Courts-Martial have sent in receipts for the proceedings forwarded to them.

7. On the ultimo I drilled all the Subalterns junior to myself, excepting

8. On the ultimo I assembled the Non-commissioned Officers in the Orderly Room for instruction.

9. On the ultimo I drilled them with the skeleton ropes, and practised them in taking up distances.

10. On the ultimo they practised the sword exercise under

11. All the regulations regarding the Sergeants' Mess are strictly complied with.

12. On the ultimo I read to the patients in Hospital the Articles of War relative to malingering, &c.

13. The Non-commissioned Officers of Squads were questioned as directed in (171.)

14. I often visited the Drunkards' Mess, and the Defaulters' Room. The Non-commissioned Officers in charge efficiently perform their duty; their rooms are in excellent order. I inspected the kits of the defaulters, and found them (*as the case may be*).

15. All the regulations respecting the punishment drills have been duly enforced. The men in solitary confinement attended Divine Service. Absent men were regularly patrolled for, by parties from their Squads.

16. On the ultimo I visited the gaol, and, to the best of my knowledge, its rules are properly enforced.

17. All Regimental Orders have been duly transmitted to the Detachments.

18. The ten worst shots of each Company duly attended the traversing rest drill, agreeably to Standing Orders.

19. All the women at Head-Quarters have regularly attended Divine Service, as far as circumstances would permit.

20. Immediately before any man went on furlough during the past month, the sections from (107 to 114), were read to him. In my own handwriting I have inserted in the Furlough Book, opposite to the names of the men who have rejoined from furlough, the remarks regarding the regularity or incorrectness of their return, &c. The lists named in (41), are made up to this date in my own handwriting.

21. I read and explained the Orders named in (955), to the recruiting party sent to (*or, no recruiting party has left during the last month*).

22. I ascertained, before he left the Barracks, that every Non-commissioned Officer in charge of a Deserter's escort, was properly instructed, as detailed in (864) and succeeding paragraphs (*or, no escort with Deserters has left Head-Quarters during the last month*).

23. I was only absent times during the past month, when the Tattoo Reports were collected.

24. I cannot discover that any Standing Order of the Regiment is not fully obeyed (excepting).

N.B. A remark will be inserted quarterly, on the 3rd January, April, July, and October, to the effect that the Sections and Articles of War, as described in the 145th Article (and the prescribed Orders), have been read to the men within the preceding three months.

Returns and other Official Documents.

514. Every return shall be drawn up, in rough, for the Adjutant's examination; and when it has been signed by the Adjutant as an evidence of his having found it correct, the clerks shall make out the copies. All manuscript returns sent from the Regiment shall be directed on the back, with the date, and purport of each, and with the number of the Regiment.

515. The receipt of all General Orders, and of all Circulars from the Major-General of the District, the War Office, and the Adjutant-General's and Quarter-Master-General's Office, shall be inserted in the proper column of the Monthly Return.

516. If permission be given for a prisoner's trial by a Regimental Court-Martial, whose crime would otherwise be brought before a higher Court, the permission shall be stated in the Monthly, Quarterly, and Half-yearly Returns.

517. In framing charges, the charge of greatest magnitude will be generally first named. The Regimental number of the prisoner shall be inserted immediately after his name.

518. The trial of a man by a general Court-Martial shall not be noticed in the Monthly Returns, until the General Order on the proceedings, stating the finding and sentence of the Court, shall have been received by the Corps; nor the trial of a man by a District or Garrison Court-Martial, until the proceedings shall have been received and promulgated. The same rule applies to a Regimental Court-Martial, if the Court be not dissolved when the return is forwarded. The whole of the sentence, that shall be awarded by any Court, shall invariably be stated, but the terms in which the trial is detailed may be abbreviated.

519. When no men have been deprived of their pay for absence during the month, the fact shall be mentioned at the bottom of the Court-Martial Return, to shew that the omission is not accidental.

520. When any returns occupy more than one sheet, the sheets shall be stitched together, and the pages numbered.

521. When it is practicable, all returns shall be prepared for the Commanding Officer's signature, the day before they are posted. For inspection parades, and for all parades under a General Officer, Field States will be drawn up on a card (Form 56).

522. In applying for District Courts-Martial, the Company to which the prisoner belongs shall be mentioned. If the charge be desertion, the date and place of apprehension, or surrender of the deserter, ~~as well as the date of his absconding, if it can be ascertained~~, shall be specified. ~~and whether he was apprehended~~

523. The whole of the proceedings of Regimental Courts-Martial shall be inserted in the Court-Martial Book, the original minutes being docketed, and preserved with the records of the Corps. An entry of the charges, findings, and sentences of all other Courts-Martial, will be made in the same book. The Adjutant will, by his signature, certify the accuracy of all these entries; the President will sign, and the confirming party countersign, the copy of each Regimental Court-Martial.

524. When the required extracts have been taken from the original proceedings of District or Garrison Courts-Martial, they shall be sent to the President, with a request from the Commanding Officer, that he will be pleased to acknowledge their receipt, and state the day on which they were posted for the Judge-Advocate. These receipts shall be carefully kept in the Orderly Room.

525. In making up the vouchers for claims for good conduct badges, the following rules shall be observed:—

1. In calculating good conduct service, the first and last day shall not both be included.
2. The date of the copy of the record of service shall be made up to the same date as the certificate.

Place of Commanding Officer's signature to be added

3. The copy of the record of service shall be certified by the Commanding Officer on the left, the Paymaster in the centre, and the Adjutant on the right.

4. No erasures or interlineations shall be made on any of the vouchers.

5. When a man's name does not appear in the Defaulter Book, that fact shall be stated on the certificate.

6. The certificate shall be attached by a wafer to the copy of the record of service.

26. The detail of the preceding day's parades, &c. shall be inserted every day by the Adjutant in the diary. If all casualties are entered day by day in the daily distribution of the Monthly Return, difficulties will not arise in accounting for every man.

27. When leave of absence is sought, the Adjutant will make a note, shewing the Officer applying is not on Detachment, nor a member of a general Court-martial, and if on the Staff, what Officer is selected temporarily to perform duties.

The Orderly Room.

28. The Orderly Room is under the immediate control of the Adjutant, who is responsible for its regularity, and the so classing, docketing, numbering, arranging of all letters, returns, &c., that they may be easily referred to. Due reference will be facilitated, if the number of the letter be quoted in the margin of the copy of the answer inserted in the Letter Book. Let every letter on business be answered, if practicable, by return of post.

29. All passes requiring the Commanding Officer's signature, shall, when practicable, be sent in by nine o'clock.

30. The Commanding Officer will generally go to the Orderly Room after morning parade, for the transacting of the Regimental business, when he requests the attendance of those who wish to speak to him officially on any subject.

31. When Officers have occasion to go to the Orderly Room, it is requested that they appear Regimentally dressed.

32. No return or report from a Company will be received that is not signed by the senior Officer present with it. If, however, an immediate return be required, the signature may be taken of the senior Officer, or Non-commissioned Officer, who is at hand.

33. The Adjutant will keep in his own possession the key of the box containing the records of soldiers' services, all important papers, and the stationery. He will keep a clear account of the expenditure of the pecuniary allowance from the Government, for postage, books, paper, printed forms, &c., and submit the same daily for the Commanding Officer's examination.

34. The Adjutant will be personally responsible that no discharge or furlough certificate, after it is duly signed, be left in the Orderly Room, or in any other place where it may be liable to alteration.

35. To facilitate reference, an index shall be kept in the Regimental Order Book, of all Orders, especially of those which affect the interior economy, and headed "Standing Orders;" and these, at the end of every year, shall be bound into a separate book.

36. There shall be an index in the Guard Book, shewing the purport of all General and District Orders from time to time received, and for more easy refer-

ence, the subjects shall be classed under different heads, such as Courts-Martial, Discharges, Recruiting, &c. Official letters, of the same general tenor, being constantly received from many quarters, especially on home service, much trouble will be saved if the Commanding Officer's first answer to one of them be numbered and quoted in a separate index in the Letter Book, as a form to be referred to on future occasions. The same may be done in the case of other letters, on subjects that constantly recur. If this be done, it will suffice, in the body of the Letter Book, to enter, instead of the full copy, that on such a date Form 7 (*or whatever it may be*) was written to T. Atkins (*or whoever the party may be*). Regimental Orders, of the same import, to be issued from time to time, may be referred to in a similar manner, by quoting the date of a former similar Order. Besides the public Letter Book, the Adjutant will keep a private Letter Book, in which he will copy all private or confidential letters, which, though on service, the Commanding Officer may not wish to have exposed to general observation.

537. The following lists, memoranda, &c., shall be always kept in the Orderly Room:—

1. List of the daily, weekly, monthly, quarterly, half-yearly and yearly returns, to be forwarded from the Orderly Room during the year, shewing the dates on which they are to be sent off, and to whom they are to be addressed.
2. List of all returns, states, certificates, &c. required daily, weekly, monthly, quarterly, half-yearly, and yearly, at the Orderly Room, shewing when and from whom they are required.
3. Roster of Officer's several duties.
4. Hours of arrival and departure of the different mails.
5. A memorandum book, to be laid before all Regimental Courts-Martial, containing a transcript of all Orders or instructions which may be useful for the guidance of the members, and which are not quoted in the last edition of General D'Aguilar's book.
6. A memorandum book, of a similar nature, for the guidance of Boards assembled to prepare the necessary documents for men about to be discharged, containing, as a form, one of the printed discharges accurately filled up in red ink, specifying every particular that can occur.
7. Lists of Non-commissioned Officers in their respective ranks, by seniority, shewing the different dates on which each obtained his several grades.
8. A list, by Companies, to shew whether there is a fair proportion of duty Non-commissioned Officers with each Company, distinct columns exhibiting the number of each rank at their regular duty, and how the others are employed. This return will be corrected every fresh promotion; a separate column will distinguish the married from the single.
9. A list, by Companies, of the women (with their children) having washing, to shew whether the distribution to each (*see 1068*) gives nearly an equal proportion to all.
10. List, with dates, of men imprisoned, &c.
11. List of men who are privileged to wear distinguishing marks for good conduct, shewing the dates of any forfeiture or restoration.
12. List of men entitled to the same, with pay. (*Lists 11 and 12 may be made into one.*)
13. List, with dates, of men employed, and who have been employed, as servants (small book), shewing their conduct whilst they were so employed, and the cause of their dismissal, &c. (*See 1037.*)
14. List of men who have been on furlough. (*See 107.*)
15. A private memorandum book (kept by the Adjutant) of the conduct of the Non-commissioned Officers and women of the Regiment, stating everything that occurs to their credit or discredit. (*See 145 and 1060.*)
16. A nominal list of men who have in a special manner exerted themselves for credit of the Regiment, to be kept by the Adjutant. (*See 41.*)

17. A nominal list of men who have shewn marked lukewarmness. (*See* 41.)
18. The letter and number of every Officer's quarters in Barracks, and address, if out of Barracks.
19. List of the Non-commissioned Officers and men who subscribe to the Garrison Library.
20. A memorandum book for the Commanding Officer to enter occasionally the purport of any verbal Orders which he may issue.

Medical Officers.

538. The consideration that the soldier will be treated no less kindly than judiciously in sickness, is a great incentive to good conduct. Much, therefore, of the discipline and efficiency of the Regiment depends on the talents and attention of the Medical Officers.

539. The Medical Officers are answerable that all the Hospital Regulations are duly enforced. They shall personally ascertain, by frequent and unexpected inspections, that the patients receive the several diets ordered for them, so soon as they are distributed.

540. On the last day of each month, they shall send to the Paymaster a return of all the men who have been in the Hospital during the month. They shall also send in a separate return of the men of other Regiments who have been under medical treatment.

541. As soon as an Officer reports himself sick, the Surgeon is requested to visit him; and if he judges that the Officer ought to confine himself to his room, and that he is unable to attend parades, and do his duty, he shall see that the Officer's name be inserted in the Hospital and Sick State (Form 7). If the Officer require exercise, the Surgeon will name it in the report. (*See* 334.)

542. Every sick Officer will be visited at least once a day by a Medical Officer, and more frequently if the disease require it.

543. The Medical Officers will attend the families and servants of Officers, and the wives and children of Non-commissioned Officers and men, for all of whom medicine is allowed from the Regimental chest.

544. The Surgeon is requested to inspect the men paraded by the Orderly Non-commissioned Officer of the sick (*see* 668), in sufficient time before the usual morning parade, to allow any malingerers to join it, who may have improperly reported themselves ill. He will make out the daily Hospital State in time to allow the Adjutant to draw up, when required, his Morning State of the Regiment.

545. The names of the convalescents whom the Surgeon may wish to be excused any particular duty, and the period for which the remission is recommended, will be entered in the Sick Report (Form 11). When the duty is severe, young Assistant-Surgeons will have to exert much judgment to prevent opposition on the part of those who prefer the ease of the Hospital to taking their share of the daily routine of parades and guards.

546. Unless otherwise directed in Regimental Orders, the men will be paraded, at half-past two o'clock on Fridays, with bare feet, in their Barrack rooms, to be inspected by the Medical Officer, who is requested to send to the Orderly Room the names of any men whom he may find at all dirty in their

persons. He will examine each man separately in a small room, or as may be most convenient, commencing his examination one week with the Grenadiers, the following with the Light Infantry.

547. A Medical Officer will instantly visit, by night or by day, any soldier suddenly taken seriously ill. If an epidemic, or any other cause, throw an unusual number into Hospital, the Medical Officer will rarely be absent from it.

548. The Surgeon will make an immediate report to the Commanding Officer (according to Form 52), of the death in Hospital or Barracks, of any man, woman, or child of the Regiment, or of any soldier attached to the Regiment.

549. A Medical Officer will be present at all parades for punishment, ball firing, bathing, and at field-days where blank ammunition is served out. Advantage will be taken of favorable opportunities to teach the men to swim, and when Orders are issued for bathing, he will send to the Orderly Room the names of any men to whose health he thinks it would be prejudicial.

550. He is requested occasionally to visit the Canteen, and report to the Commanding Officer any liquor or provisions which he may find of inferior quality.

551. The cells in which Regimental prisoners are confined, by the sentence of a Court-Martial, shall be visited once a day by a Medical Officer.

552. He will sometimes visit the Barrack rooms, and lodgings of married men, and will not hesitate to suggest any arrangement or regulation which he may think likely to conduce to the greater health of the soldier. He will take the opportunity of seeing the children, when they fall in to be marched to church or chapel, and ascertain that they are healthy and cleanly dressed.

553. As their services may be required at any moment, the Medical Officers will be absent as little as possible, and make arrangements by which both shall never be absent at the same moment. If either of them change their quarters or their lodgings, they shall at once report it to the Orderly Room, Hospital Sergeant, and Barrack Guard.

554. In the examination of the Recruits that join, the Surgeon will be careful to remark whether they have been properly vaccinated.

555. When the Regiment is on a march, he will have a good opportunity of judging of the stamina of the young soldiers. He will bring under his immediate observation in the Hospital, those that appear constitutionally weak, and submit to the Commanding Officer, before all half-yearly inspections, a full statement of the cases of such men as appear unfit for the Service.

556. On the arrival of the Order for the march of the Regiment, the Surgeon will send to the Orderly Room the names of such men as may be too ill to be removed, and the names of any convalescents, or sickly men, whom he may consider too weak to carry their knapsacks. (See 1410.)

557. If while the Regiment on home service is marching by detachments, a private practitioner prescribing, in the absence of the Medical Officer, for a man taken suddenly ill, make an unreasonable charge for medicine and attendance, the Surgeon will submit the account, before he pays it, for the decision of the Secretary at War.

558. The Commanding Officer requests that a certificate may be sent to

half-yearly, viz., 1st of April and 1st of October, shewing that all the children of the Regiment have been vaccinated.

559. A nominal return of the sick in the Hospital will be required every Saturday (according to Form 18), with the Medical Officer's observations on their progressive state, in the column of Remarks.

560. The following Report is required, on the 3rd of every month, from the Medical Officer in charge of any Hospital:—

1. During the past month, the Monthly Diet Rolls, a copy of the Diet Table, and a copy of the articles composing the different daily diets, have been daily hung up in a conspicuous part of the Hospital.

2. I have often, at unexpected moments during the past month, inspected the diets about the time of their distribution.

3. The Medical Register is daily filled in, according to the instructions from the War Office for the guidance of Regimental Hospitals.

4. I have visited the patients in the wards, at least every morning and evening.

5. I have regularly made my medical weekly inspection of the men, according to the instructions from the War Office.

6. I have a sufficient supply of every article required for the use of the Hospital, and allowed by Regulations (excepting _____). *The date of any requisition demanding a supply will be stated.*

Paymaster.

561. The Paymaster receives instructions direct from the War Office ; but as he receives them from time to time, he will show them to the Commanding Officer, that such as may be required may be copied by the Adjutant, and retained in the Orderly Room. The Paymaster will, previous to transmission, submit for the Commanding Officer's approval, all official correspondence not in the usual routine.

562. If the Paymaster observe that any point of Regimental finance is not clearly understood, and likely to create difficulties, he is requested to bring it to the notice of the Commanding Officer, and at all times unhesitatingly to submit to him any measure which he may conceive likely to be beneficial to the pecuniary interests of the Regiment.

563. He is responsible for the safe custody of the attestations, and the full entry of the soldiers' services, agreeably to the 394th paragraph of the Explanatory Directions from the War Office. On the last day of January, and each succeeding quarter, he is requested to send to the Commanding Officer the following Report (*see* 472):—

I have strictly complied with the instructions from the War Office respecting the entries to be quarterly inserted in the attestations (or copies of the verified records, if the Regiment is abroad).

Every entry affecting each man's service and pay, up to the last day of December (or ~~any corresponding quarter~~) has been faithfully inserted, under my own superintendence, in the Regimental Attestation Book (or ~~copies of the verified records, if the Regiment is abroad~~).

Assisted by the Adjutant, on _____ I compared all such entries with those made in the Regimental Register Book, of services for the same quarter, and I am certain that the several alterations exactly correspond in the two books.

(Signed)

, Paymaster.

564. The Paymaster will make the necessary advances to the men who march from the Regiment not to return to it.

565. The Regulations of the Service not recognising Pay Sergeants as responsible in money transactions between Captains and the Paymaster, he will give subsistence for any Company, only to the Officer paying it, or on an order signed by him.

566. In conformity with the provisions of the Clothing Warrant for 1841, he will regularly transmit to the tradesmen supplying necessaries, the stoppages that have been made from the men, and he will deduct, whilst the Regiment is abroad, three per cent. for the Contingent Fund, of which the account will be kept distinct from any other. (See 431.)

567. He is liable to be called on to sit as a member of Boards of Enquiry assembled to investigate pecuniary transactions.

568. The accounts of the School will be balanced to the end of March, and every succeeding quarter, and then submitted for the examination of the next Monthly Board, to be by them enclosed to the Commanding Officer.

569. He will, when the Regiment is abroad, report to the Commanding Officer the sending off the quarterly accounts, that the Commanding Officer may inform the General Officer in command, that they were transmitted by the earliest opportunity that occurred after the expiration of one month from the end of each quarter.

Courts-Martial.

570. The President of a Regimental Court-Martial is responsible to the Commanding Officer that the members pay strict attention to the proceedings, and abstain from reading papers, writing notes, or showing any levity of manner, which may lead the prisoner to imagine that his Judges think lightly of a matter in which his character and happiness is involved.

571. The copy of the Mutiny Act and Articles of War, annually sent to each Company, is not designed for the sole use of the Captain, but it is given with the expressed intention that *all* Regimental Officers may make themselves acquainted with its provisions. By the Circular Letter from the Horse Guards, of May 1838, General Officers are enjoined, at their half-yearly inspections, to ascertain whether such knowledge has been acquired, and to report by name any Officer who has neglected this duty. Regimental Courts-Martial will adhere to the form and instructions given in General D'Aguilar's book, which is so ably drawn up that its authority can rarely be disputed. The charge will be entered in the handwriting of the party who takes down the proceedings, and the original charge will be enclosed with the proceedings, as well as the Surgeon's certificate.

572. The President of District and Regimental Courts-Martial will act as Judge-Advocate. By particular Orders from the Horse Guards, as well as by the 17th clause of the Mutiny Act, he is enjoined to transmit the proceedings of District or Garrison Courts-Martial to the Judge-Advocate-General, without any unnecessary delay. Officers of the Regiment (when the Battalions are stationed in the same command) who may preside at such Courts, are requested to send to the Commanding Officer the following Report, when they forward the proceedings to London :—"On [the date] I posted for the Judge-Advocate-General, the proceedings of the District (or Garrison) Court-Martial of which

I was President, on [the date]." The Adjutant will file these documents, for reference, in case of future enquiry, and he is desired to bring to the Commanding Officer's notice every instance in which the required Report is not received within a reasonable time.

573. All evidence received by the Court ought to appear on the written proceedings, that the party to whom they are referred for confirmation may possess exactly the same means of forming an opinion. The Corps to which every witness belongs ought to be entered.

574. Whenever there is any doubtful point (either in the prosecution or defence), the members will, for their own satisfaction, ask the party concerned whether he can produce any fresh evidence bearing on that point.

575. In framing their sentences, after conviction, members of Regimental Courts-Martial, when it is practicable, will adhere to the very words used in the 79th Article of War; and if the charge be for habitual drunkenness, they are recommended to award deprivation of daily pay, rather than of the allowance in lieu of beer or liquor. Members who may have voted for acquittal of a prisoner will, notwithstanding, give a note in their capacity as judges. *See page 288*

576. The members will attend all parades, and perform all Regimental duties not interfering with the hours at which the Court is ordered to assemble, nor militating against their efficiency as members.

577. It is requested that nearly as much as a quarter of a page be left in the concluding sheet of the written proceedings, that the Commanding Officer may have space to make any observations which he deems requisite.

VI.—COMPANIES' ORDERLIES.

The Barrack Room Orderlies.

578. The Barrack Room Orderlies come on duty at reveille.

579. At the rouse they will receive over the buckets, brooms, mops, scrubbers, scrapers, &c., from the Orderlies of the preceding day, and then open the windows, empty the dirty tubs, and fill them half full of clean water, and commence sweeping out the rooms and stairs. They will clean the tables and forms with fine sand (in winter after breakfast), lay out the tables, and prepare everything for breakfast.

580. Any two of the Orderlies of the Company (Barrack Room Orderlies or Cooks, as is most convenient) will accompany the Orderly Corporal in the purchase of vegetables, and one of them will certify the correct expenditure of the money by his signature in the Mess Account (Form 16).

581. Half an hour after breakfast the Orderly men will have the rooms and stairs again swept. They will clean the plates, tins, and all mess utensils, and properly arrange them on the shelves after meals. They will attend at the cooking-houses a quarter of an hour before meal time, and assist in carrying the messes to the eating rooms, and in dividing the dinners into Squad messes.

582. They are excused from the morning's drill and parade. One Orderly of each Company will also be absent from the evening parade, and have sole charge of all the Company's rooms during the absence of the others. For greater

security, when several rooms are told off to a Company, they will lock up some of them, while the Company is absent on parade.

583. They will not quit their rooms but in case of necessity, or in the performance of their duty, having charge of everything in their respective rooms. They will prevent any man's meddling with the knapsack or property of another, unless a Non-commissioned Officer direct it to be done. They will allow no strangers to enter, nor suffer any articles of necessaries, nor any Barrack furniture, to be clandestinely removed.

584. When the Barrack rooms are large, one Orderly is allowed to every twenty men. The senior Orderly is responsible, the others are subordinate to him.

585. The roster of the Orderlies shall be kept by the Non-commissioned Officer in charge of the room, and a copy of it pasted on the back of the door.

The Cooks and their Assistants.

586. When the duties will allow it, a permanent Non-commissioned Officer shall be set over the Cooks, and see that they pay attention to their duties, and understand the little cooking that is required. (See 884.)

587. The receipts for making soup, cocoa, coffee, &c., will be legibly written out, and hung up in the cooking-house, and will be clearly read and explained to the Cooks.

588. When there is no Non-commissioned Officer specially appointed, the Quarter-Master-Sergeant will superintend the Cooks, and he is at all times bound to see that matters are properly conducted.

589. A Cook will be taken weekly, by roster, whose tour of duty will commence when the cooking-houses, &c. are cleaned up after Saturday's dinner. He will be responsible for the cooking utensils, the nets and tallies, and cooking dresses of the Company, to be delivered over to his charge in the presence of the Orderly Sergeant of his Company, by the Cook coming off duty, in good order.

590. He will be in the cooking-house soon after reveille (especially in winter), pay the greatest attention to the cooking of the meals, and be careful that they are ready at the appointed hour. After every meal, he will immediately clean the coppers, and the Non-commissioned Officer superintending the cooking-house will be particular in his inspection of them, especially after the dinners; for if they are not then well scoured, and every particle of grease effectually removed, the coffee for the suppers will be greasy.

591. He will clean the cooking-house and coppers, and lay the fires daily, after the last meal, that they may be readily lighted the next morning; and have all prepared, that the Regimental Orderly Corporal may be enabled to lock up the cooking-house, which he will do daily at the same hour, unless cocoa, which requires much boiling, form part of the rations, and render alterations in the time necessary.

592. He will be assisted by a weekly fatigue man (exempted from parades that week) in washing the vegetables, bringing the water, and cleansing the coppers. When there are no cooking-houses, each Squad will cook in its own Barrack room, one Cook, who can require no assistance, being appointed weekly.

593. As it is essential to the efficiency of the Regiment on actual service, that every man should have some knowledge of cooking, the Cooks will not take Regimental duty, and they will bring up any cooking which they miss by being on other duty (excepting when they are absent on command for a long period). A bad Cook shall be kept constantly on fatigue as Cook's Assistant, till he has acquired a competent knowledge of his duty. The Non-commissioned Officer over the cooking-house will take pains to have him properly instructed.

594. The Cooks and their Assistants will parade in clean frocks and caps, every Thursday and Sunday, at such hour as the Quarter-Master shall appoint.

595. If the following directions are strictly adhered to, all the meals will be very good. The soup for dinner will be excellent, and yet the meat will not be done to rags.

Let the vegetables for the soup be cut up very fine with the herbs, and prepared before the arrival of the fresh meat. Let the meat be washed clean, and cut into pieces, averaging three pounds in weight. Let the vegetables, meat, and herbs, all be put into the copper with cold water, four hours before dinner time. A quart of rice, for each Company, may be added to the soup: meal, and almost any kind of vegetables, will improve it. Let the cover of the boiler fit close, to prevent the soup from evaporating, and to preserve the nutritious parts, by preventing their dissipation. Let a moderate fire be made at first, so as to make the water hot, without causing it to boil, for at least half an hour; then let it boil. If it boil sooner, the meat will be hardened, shrink up, and give hardly any gravy or flavour to the soup. Three ounces of pepper will be required daily for each mess of seventy. About three table spoons full of salt will be generally melted into each copper. When the meat is sufficiently done, let it be taken out and laid aside, whilst the vegetables are kept *simmering* with any bare bones which there may be. The vegetables, of which there can hardly be too great a variety, cannot be too long on the fire. A quarter of an hour before the dinners are served, let the meat be put again into the coppers, to be served up hot. Use no more water than what is exactly required. If it is wished to enrich the soup, put some of the fat skimmings (of the same or a previous day), with as much flour or oatmeal as will make a paste of the fat, into a close stew pan, over a slow fire, and stir them until they are thoroughly worked together; then, by degrees (a little at a time), add soup to it. The skimming will thus be thoroughly incorporated with the soup, and not give it a greasy appearance. One ounce of fat skimmings, and two table spoons full of flour, are about the proportion for a quart of soup, to make it as thick as cream.

Peas Soup.—Let the peas be first well washed, then put into the coppers, filled with cold water, four hours and a half (longer if the peas are very old) before the dinners are served, with a small iron ball, or some piece of iron, to prevent the soup from burning. Let a brisk fire be made, and the peas boiled till they are quite soft, the Cooks occasionally mashing them against the sides of the coppers, with the iron ladles. When the peas are well mashed, let the soup be cooled, and then some rice, and salt meat, previously steeped all night in water, be put in along with the onions and pot herbs, minced up fine; and two or three tea spoons full of black pepper be added to each copper, according to its size.

Rice.—Half a pound of rice requires a quart of water; in other words, four times the quantity of water is necessary that there is of rice. When it has been well cleaned, let the rice be put into the above proportion of cold water, and when the water boils, boil for ten minutes. If it be then poured into a basket to drain off the water, each grain will be separate and soft.

Coffee.—When coffee is roasted, let only one layer be placed in the pan at a time; and great pains taken to bring every berry to a dark brown color, without allowing it to be burnt or blackened. Let it be ground as fine as possible. Let only one pint of water, according to the present scale, be allowed for each man. Let it not be on the boil longer than a minute.

Cocoa.—Let the cocoa be dried before a strong fire, and well pounded whilst it is warm. If it be burnt too much, all the oil will be dried up. One pint and a quarter of water is the allowance for each man. Let it boil not less than two hours and a half.

596. Every Cook will be careful that none of the scum or grease is wasted, but that all is preserved, to be sold for the benefit of the Mess, in the most advantageous manner, as directed by the Quarter-Master.

597. The Orderly Officers will see that the ordered arrangements are carried into effect, and will desire the men, at all times, to mention anything respecting the cooking in which they may think an improvement can be made.

598. The Cooks will understand that the coppers will crack, if a fire is kept under them whilst they are empty, or if cold water is thrown in whilst they are very hot (even if poured on the sides when half filled with hot water), and that, as with care, there is no chance of their breaking, it is but just that the Cooks, not the Company, should be answerable for such damage. The relieving Cooks will, therefore, in the presence of the superintending Non-commissioned Officer, minutely examine the coppers when they take them over. When the coppers are rapped, the ringing noise will always show whether or not they are sound.

599. When difficulties press, great skill and labor is necessary to ensure the men's meals being well and punctually cooked: on actual service, therefore, a few of the most intelligent and active men from each Company will be selected to act permanently as Cooks, under the charge of a zealous Non-commissioned Officer, and the care of the camp kettles, and the mules that carry them, will be given to them. Certain men will also be told off to cut, and bring in wood; others to fetch water; and all means will be pre-arranged to facilitate the cooking, and to obtain the men comfortable meals at the ordered hours. Various kinds of vegetables, cresses, sorrel, and herbs, may generally be found growing wild in the fields, capable of making an excellent addition to the soup, as the French and Spaniards well know, who usually put a portion of their ration biscuit into the cooking kettle. Active and intelligent men will live well, where sluggards would starve.

The Company's Orderly Corporal.

600. The Company's Orderly Corporal will commence his tour of duty for the week, at midnight on Saturday.

601. He will assist the Orderly Sergeant in all his duties, and particularly see that the Barrack Room Orderlies properly perform their's, acting as vigilant police, and preserving cleanliness and regularity in barracks.

602. In the absence of the Orderly Sergeant he will perform all his duties.

603. He will go round all his Company's Barrack rooms, camp, or quarters before breakfast; ascertain the names of the sick, and communicate them to the Orderly Sergeant of the Company, specially reporting if any of them shall have been drinking the preceding night; and he will take the Sick Report from the Orderly Sergeant to the Barrack Orderly Sergeant, before morning drill. He will also make out a nominal list of the sick in Hospital, and convalescents, for the Orderly Sergeant, that he may draw up the morning Parade State.

604. When the articles are not furnished by contract, he will get, each day, from the Pay Sergeant, the money required for the purchase of the stated quantity of vegetables, &c. for the Company, and take the Orderly man, or Cook, to be present at the purchase of the things, which are to be procured of

a good quality, and at an economical rate, taking care that the proper weight and measure is given. (See 636.)

605. At the regulated hour he will fall in the men who are to draw the Company's rations, march them to the place of issue, and see that justice is done to his Company, in every respect. After he has drawn the rations, he will send to the Color Sergeant of the Company a return, shewing the exact quantity and weight of everything which he has drawn, and fill it up from the scale hung up in No. 1 Squad Room. (See 462.) If there be a deficiency, the Corporal will make it good. Agreeably to (827), he is responsible that the prisoners of his Company receive their regular diet.

606. He will parade, in fatigue dress, at the appointed hour for the Orderly Officer's inspection, the parties who are to carry the breakfasts and dinners of the men on guard, &c., and bring with him a nominal list of the men of his Company who are on guard, to be handed over to the Regimental Orderly Corporal, and shew that the number on the list corresponds with the number of messes.

607. He will see that the urinals be properly cleaned, half filled with water, and taken to the place appointed by the Quarter-Master.

608. He will attend whenever the call for Orders is sounded, and daily show the Orders to all the Officers of his Company, and to every Officer attached to it, generally taking them to their quarters at the dressing bugle for their dinners. If the Officers be dining out, he will take the Orders early next morning, in time to warn them of any parade or duty for which they may be required. He will not leave the Order Book at the quarter, unless expressly so directed by the Officer commanding the Company.

609. The Orderly Corporal of the Staff Company will show orders to the Paymaster, Medical Officers, and Quarter-Master. The Orders are sent direct from the Orderly Room to Field Officers.

610. When directed by the Orderly Sergeant, he will personally warn the Non-commissioned Officers and men of his Company who are for any duty; and he will warn all servants and workmen of any duties or parades that may affect them. Agreeably to (635), he will make out the Daily Drill Report for the Sergeant-Major (Form 4), and the Weekly Drill Report (Form 14). He will also make out the School Report (Form 10), and see that it be countersigned by the Orderly Sergeant.

611. When any man is taken suddenly ill, he will instantly inform one of the Surgeons of the circumstance.

612. He will give over the sick, cleanly dressed in fatigue, to the Regimental Orderly Sergeant at the appointed hour.

613. He will warn the comrades of all men who are taken into Hospital, to carry their bread and soup to the Hospital Sergeant at dinner time.

614. Immediately after the Regimental Orders are issued, he will show them to the Color Sergeant of his Company, and receive from him the Ration Return, having reminded him of his increase or decrease that may have occurred within the last twenty-four hours; and he will take the return to the Quarter-Master when it has been signed by the Officer commanding the Company.

615. He will visit the cooking-house, and after dinner see that the Cooks properly clean the coppers, mess utensils, and cooking-house, and observe whether the scum has been carefully preserved.

616. He will accompany the Orderly Sergeant round the rooms when he is calling the roll at tattoo time.

617. He will attend all parades in side arms, excepting on general field parades, when he will appear as the rest are dressed.

618. At tattoo he will wear his side arms.

The Company's Orderly Sergeant.

619. The Company's Orderly Sergeant will be appointed weekly. His tour of duty commences at midnight on Saturday. The Orderly Corporal will assist him in the manner laid down; but if only a few Non-commissioned Officers be present, the Sergeant will perform all the duties detailed for the two.

620. It is his especial business to see that all the interior arrangements, messing, and duties of the Company, are properly performed. When Orderly duties commencing on a Sunday morning, are done weekly, any such duty commenced on a Wednesday, will reckon on Saturday night as a complete week. If it be commenced on a Thursday, the duty shall be done by the same person for the ten days following.

621. He will diligently exert himself to detect irregularity; and if unable himself to repress it, he will report it to the Officer in charge of the Squad in which it occurs, and to the Officer commanding the Company. The Officer of the day will consider him responsible for the cleanliness of all his Company's rooms; and if he is not elsewhere engaged, he will attend those Officers when they inspect them.

622. He will call the roll in each room ten minutes after the bugle sounds for reveille, breakfast, dinner, and tattoo, and give a report (Form No. 1) of any man that may be absent, to the Regimental Orderly Sergeant.

623. He is responsible that the things necessary for the prisoners to clean themselves are regularly taken to them by fatigue men or comrades.

624. The names of the sick having been collected, before breakfast, by the Orderly Corporal, the Sergeant will make out the Sick Report (Form 11), shewing any who may have been drinking the preceding evening or day, and send it to the Barrack Orderly Sergeant before the morning drill, for the inspection of the Adjutant.

625. When the sick have been inspected by the Surgeon, he will obtain from the Regimental Orderly Corporal the names of the men admitted into Hospital, and immediately report the same to the Pay Sergeant. At the appointed hour he will deliver to the Hospital Sergeant, the kits and great coats of the men so admitted, giving back to the Pay Sergeant the list of necessaries, signed by the Hospital Sergeant.

626. If any one of the Company be taken suddenly ill, he will direct the Orderly Corporal to report the circumstance as soon as possible to one of the Surgeons. If the man is a Non-commissioned Officer, he will report it to the Sergeant-Major, that the duty roster may be altered, and if the illness appears very great, to the Officer commanding the Company.

627. He will, without fail, have every man taken to the Hospital for the Surgeon's inspection, who shall have been absent from the Regiment more than seven days.

628. If a man be reported absent at any time of the day, he will, in the presence of a Non-commissioned Officer of the Squad, or some respectable soldier of the Squad, examine the man's knapsack. (See 170.) If any deficiency appear, he will take an inventory of the articles remaining, and without delay, make every enquiry respecting the time and manner of the man's absenting himself, and report his information to the Captain of the Company. He will give over to the Pay Sergeant the necessaries left by the man, and warn a Corporal's party of the Squad to which the man belongs, to patrol in search of him, agreeably to (1002).

629. He will go round the Company's rooms and cooking-houses, a little before the hours directed for the Regimental Orderly Sergeant, to rectify anything that is not in perfect order; and he will see that the Cooks do not waste or make away with any of the grease.

630. He will see that the Cooks set about preparing the meals in sufficient time, and that the tables are properly laid out, and the messes justly divided.

631. He will carefully keep the Company's Duty Roster (Form 53) in the Orderly Sergeant's memorandum book, insert in it all Orders affecting the duties of the Non-commissioned Officers and men, and see to the accuracy of the Weekly Duty State, for the Sergeant-Major (Form 15).

632. He will write out the daily Regimental Orders, affixing his signature. He will number, in the index, the page at which any Standing Orders may be entered. He will give to the Color Sergeant, details of men to be furnished for any duty, and take care that those men are each personally warned.

633. He will parade and inspect all men for duty, either with or without arms. If he detect any man in liquor, he will not allow him to come to parade, but instantly have him confined, and report the circumstance to the Sergeant-Major, for the information of the Adjutant, and to the Color Sergeant for the information of the Officer commanding the Company.

634. He will minutely inspect the kits, arms, and accoutrements of men of his Company before they are dismissed, on their return from command, or other distant duty. If the firelocks have been loaded with service ammunition, he will see the charge drawn before the men go to their barracks. He will collect the damaged ammunition, and hand it to the Color Sergeant, that a return may be made out of the number required and exchanged by the Quarter-Master.

635. He will carefully ascertain the names of the men marked for drill, and make a list of them, from his memorandum book, for the Orderly Corporal, who has to parade them, and make out the report (Form 4) for the Sergeant-Major, and he will certify to the correctness of the report by his signature.

636. If the Orderly Corporal give not satisfaction in the purchase of vegetables, &c., the Orderly Sergeant will be required to do this duty.

637. When rations are served out, or provisions are furnished by contract, he will, in the absence of the Orderly Corporal, attend with an Orderly to

receive them at the appointed hour and place, and, if there is any cause of complaint, instantly report it to the Orderly Officer.

638. He will personally inspect the cooking coppers, when the Corporal reports them to be clean.

639. At parades he will act as Covering Sergeant to the Officer, and in his absence take command of the Company, the next Sergeant for duty acting as his coverer. He will also make out the Company's States (Form 8), Defaulter and Drill Reports, and the list of the men who have been absent from parade to attend School. (See 249.)

640. He will repair expeditiously to the Orderly Room whenever the Sergeant's call is sounded.

641. On Thursdays and Sundays he will inspect the men before breakfast, and ascertain that they have washed their feet and legs, and that they have put on clean linen. After breakfast, on those days, he will send to the Officer commanding the Company the following Report, to be forwarded by him to the Orderly Room, for the Commanding Officer's information:—"I certify that I have inspected the men of my Company in Barracks this morning; that they had washed their feet and legs, and had put on clean linen" (*or, as the case may be*).

642. He will not quit his Barracks except on duty, and then he will direct the Orderly Corporal to answer for him. If there is no Orderly Corporal, he will warn the next Non-commissioned Officer on the roster for Orderly duty, who may not otherwise be employed, and the latter will perform the usual Orderly duties during the other's absence.

643. He will immediately report all births, deaths, and desertions, to the Adjutant, according to Form 49, and verbally to the Captain and Color Sergeant. When any men of his Company are confined, he will annex to the crimes given in against them, a statement of their length of service, of badges which they have, or have forfeited, and of the Squad to which they belong.

644. After calling the tattoo roll, he will fall in at the appointed place till the reports are collected by the Orderly Officer.

645. He will occasionally go round the rooms of the men when they are in bed, to ascertain that each soldier is occupying his own, and that no two cots are close together.

646. Whilst in the performance of any of his duties he will wear his sash.

647. He will keep his memorandum book correct, according to the ordered form, and pay the greatest attention to the list of men under punishments not awarded by the Commanding Officer; for the Guard Reports act as checks on the entry of larger crimes, and small irregularities are checked by the ~~Defaulter's~~ ^{Sergeant's} Report, sent to the Adjutant every morning ~~before seven o'clock~~. On Saturday night he will give the memorandum book to the Sergeant who relieves him, together with a clear list of his Company, accounting fully for every man; and a list of the cooking utensils, and dresses delivered that morning to the Cook.

648. After parade every Saturday, he will visit the rooms occupied by the Officers' servants in the Company to which he belongs, if the duty can be

performed without intruding on their master's quarters, and verbally report to the Quarter-Master whether they are in a clean and creditable state.

649. The names of the Company Orderly Sergeant and Corporal coming on duty, will be inserted on the back of every ~~Monday~~ ^{Friday} morning's state, and be continued on the daily state, during the week. None of the Company's Orderlies will change duties without the previous consent of the Officer commanding the Company, nor without its being notified to the Adjutant for the Commanding Officer's information.

VII.—REGIMENTAL DAILY ORDERLIES.

Privates.

650. Orderlies for each of the Regimental Field Officers, and the Adjutant, will be daily selected (greatly according to their cleanliness and intelligence), from the men paraded for duty.

651. They will at once report themselves to the Officers to whom they are appointed.

652. They will remain all day in constant readiness, whenever they may be desired.

653. In case of any alarm, by day or night, they will instantly repair to the quarters of the Officers to whom they are attached.

654. They will know the residence of all the Staff Officers in the Garrison.

655. An Orderly, when he is sent to a distance, will walk at the rate of not less than two miles and a half every hour. The hour at which he starts will be written, and signed by the Officer sending him, on a piece of paper, or the back of the letter of which he may be the bearer. The Orderly will ask for a receipt of what may have been entrusted to him, and for a memorandum, duly signed, shewing at what time he arrived, and started on his return.

656. Orderlies, when they have been sent with any letters, messages, &c., if no answer is returned by them, will always report to the party who sent them, the safe delivery of the letter, &c. If an Orderly, by extraordinary mischance, lose what has been entrusted to him, he will immediately report it, that the accident may be remedied without delay.

657. Orderlies sent to outposts with letters, will deliver all to the senior Officer at the place. When they are sent from outposts to Head Quarters, they will deliver the whole of the documents at the Orderly Room, from which they will be instantly distributed. N.B.—No man in full regimentals shall be employed to carry a basket, &c.

The Orderly Drummer.

658. The Orderly Drummer will come on duty at guard mounting.

659. He will beat at reveille, and all meals, and the warning drum for all drills, retreat, and tattoo.

660. He will attend all drills, to beat, when required, the time as marked by the plummet.

661. He will take it in turn with the Orderly Fifer to attend at six o'clock in summer, and seven in winter, to clean out the Orderly Room, and light the fire (if required).

662. In case of fire, he will beat the alarm drum, under the direction of an Officer, or Non-commissioned Officer.

663. He will not leave the Barracks during his tour of duty.

664. The Orderly Fifers, or Buglers, are required to be constantly present.

The Regimental Orderly Corporal.

665. When there is a sufficient number of Non-commissioned Officers, an Orderly Corporal will be appointed daily, at reveille, to assist the Orderly Sergeant, and, in his absence, to perform all his duties.

666. He will take the Reveille Reports to the Orderly Room.

667. When there are two Officers on Orderly duty, he will accompany the Subaltern round the breakfasts and dinners.

668. He will call at the Orderly Room for the Sick Reports, in sufficient time to fall in the sick, cleanly dressed in fatigue dress, and march them to the Hospital by nine o'clock, unless another hour is named. (See 544.) He will fall them in by Companies, from right to left, and in the order in which they are named in the several reports, which he will deliver to the Surgeon. When the Surgeon has entered his remarks in the reports, he will march back to their Barracks the men who are not admitted into Hospital, and will hand the reports to the Orderly Sergeants of the respective Companies.

669. He will attend at the appointed place, when the fatigue parties fall in who are to carry the breakfasts and dinners of the men on guard. He will march them to the several guards; and he is responsible that the greatest regularity is preserved in going through the streets. On the return of his party, he will report himself immediately to the Orderly Officer.

670. He will superintend the Cooks, and cooking, and carefully prevent any waste or purloining of the meat or vegetables; see that the Cooks are properly dressed, that they do not drink, and that they strictly comply with the Orders issued.

671. He will allow no one but the Cooks to enter the cooking-house; and when he can report to the Orderly Sergeant that it is perfectly clean, and the coppers well scoured, he will lock the door, and give him the key. He will immediately report the damage of any copper.

The Regimental Orderly Sergeant.

672. The Regimental Orderly Sergeant will come on duty at reveille; and when he is assisted by an Orderly Corporal, he will see that the latter properly performs his duties.

673. Soon after reveille he will collect the morning reports from the Orderly Sergeants of Companies, and send them by the Orderly Corporal to the Orderly Room.

674. He will go round the Barrack rooms an hour after the rouse, during summer, and in winter half an hour after, and see that a due proportion of the windows is open. At breakfast time he will report to the Orderly Officer the

tate in which he found the rooms; and mention that he had duly collected the Reveille Reports from the Orderly Sergeants of Companies.

675. It is his particular duty to enforce every regulation connected with the interior economy of the Barracks.

676. He will report himself to the Orderly Officers, and be at all times ready to receive their orders. He will enquire at what hour they intend going round the Barracks, and by previously visiting the rooms, cooking-houses, and beds, have everything properly arranged for their inspection. He is bound to report every irregularity which he does not repress; his omitting to do so, will justify the Orderly Officers, who shall detect any, in attributing to him culpable inattention.

677. He will precede the Officer in all rounds of Barracks, and on entering any place occupied by a soldier, will call out "Attention."

678. He will ascertain that the Orderly Corporal obtained the Sick Reports from the Orderly Room, and marched the sick to the Hospital, according to his Orders. (See 668.)

679. If there be men in the cells, or prisoners under orders for a Court-Martial, he will visit them a little before breakfast, and ascertain that they have received their bread and milk, but no money, from the Orderly Corporals of their respective Companies. *After 12th hour he will take all*

680. He will receive from the Sergeant-Major the list of defaulters, and make from it a return (Form 2) of the men confined to Barracks; to be sent to the Orderly Room by breakfast hour the following morning; and certify on the return that at every half hour during the day, in Barracks with an insufficient wall (when no parade or regular roll call was going on), the taps were beaten for the attendance of the men confined to Barracks. N.B.—When the Regimental guard is within the precincts of the Barracks, the Sergeant of the Guard is responsible that the taps are beaten at the regulated hours. *The Sgt. of the Guard will, in such a case, furnish him with such a list as will enable the Sgt. of the Guard to send on*

681. He will see that the Non-commissioned Officer in charge of the Defaulters' Room, takes the names of the men confined there, and of those who are sentenced to heavy drill.

682. He will see that the list of the men confined to Barracks, kept by the Non-commissioned Officer on the gate, is properly corrected. (See 720.)

683. A quarter of an hour before breakfast and dinner he will go to the cooking-houses, and see that the necessary preparations are making for the meals being punctually served up, and yet that none of the provisions are taken from the coppers before the first bugle or warning roll.

684. He will see that the meals of the men on guard are paraded at the appointed hour, and that the number of messes correspond with the number of names in the several reports of the men on guard. He will report to the Orderly Officer when all is correct: and march off the party under the Regimental Orderly Corporal. When there are several guards at a considerable distance from one another, an arrangement will be made for sending the dinners of the men on duty, under the charge of the Orderly Corporals of the Companies to which they belong.

685. An hour after the dinners he will go round the Barracks, and see

that the Orderly men have removed all peelings, dirty water, &c., and report that he has done so to the Captain of the day, and that the rooms are ready for his inspection.

686. When the Orderly Corporal has reported that the cooking-houses are cleaned out, and the coppers properly scoured, he will examine them himself, and, if he is satisfied with everything, lock them up, report to the Subaltern that they are ready for his inspection, and keep possession of the key till the following morning.

687. He will attend the Orderly Officer at tattoo, and in his presence (if the Sergeant-Major be absent), collect the reports from the Orderly Sergeants of Companies, and at once deliver them to him. He will go round the Barracks to see that all lights and fires are extinguished. Half an hour after the last bugle, he will again go round to ascertain that none are re-lighted, and report to the Officer of the day that he has performed this duty.

688. If any men, who have been absent, return, he will ascertain the precise hour of their return, and mention it to the Orderly Officer when he calls at his quarters the following morning, not later than nine o'clock, to obtain his report.

689. He will never quit the Barracks, except on duty, nor without previously warning the Orderly Corporal to take his place.

The Orderly Officers.

690. When there is a sufficient number of Officers, a Captain and Subaltern of the day will commence their tour of duty at reveille; the latter reporting himself to the former, to receive his orders.

691. They will not be satisfied with finding fault; they will see that what is wrong be at once corrected; for they have ample powers to check every irregularity connected with the interior economy of the Barracks or Camp, and are answerable that good order and tranquillity are observed.

692. Before they go round the men's quarters, they will ask the Orderly Non-commissioned Officer whether he has visited them according to Order, and ascertained that everything is correct. Their thorough knowledge of the several duties of the different Orderlies, will aid them in performing their own; for the duties of the Orderly Officers might almost be fully, yet briefly, expressed, by saying, they have only to make the several Non-commissioned Officers efficiently execute what is respectively detailed for them.

693. On entering a room or tent, they will enquire for the senior Non-commissioned Officer off duty, and ask him "whether all is correct." If the reply is "Yes," the Non-commissioned Officer will be responsible for any irregularity that may be detected; if "No," he will be required to state what steps he has adopted to correct that which is wrong.

694. They will not be out of uniform, nor quit the Barracks, from the time they come on duty until they are relieved.

695. They will be put on every Regimental duty when there are but few Officers present.

696. Excepting the Adjutant's drills, they will attend all parades; when Officers of Companies are not present at a parade, or roll call, they

inspect the men, be particular that all are clean and properly dressed, and mention every irregularity in their reports.

697. They will consider themselves attached to the inlying piquet, and be prepared instantly to turn out with it, either by day or by night.

698. If any thing serious occur, the Captain will wait on the senior Officer in Barracks for orders.

699. If the Officers hear of any soldiers being concerned in a riot, it is their duty to hurry to the spot, and take measures to restore order. (See 417.)

700. If there be a collision between the civilians or police, and the military, they will procure the best evidence they can (making a note of the names and addresses of the parties), as to the origin of the fray, that the facts may be ascertained at any future investigation.

701. The Captain will visit the Regimental guard by day, the Subaltern by night, after ten o'clock.

702. When the Regiment is quartered where there is no public guard mounting, the Captain of the day will, on Mondays, for the instruction of the young Officers and soldiers, march off the guard with all the forms of the strictest garrison. The Subaltern of the day will mount with it, and be received by the Subaltern coming off duty, who will take command of the old guard. The Officers will then leave the guards to the charge of the Non-commissioned Officers. The Orderly Officers will that day go their rounds, as visiting rounds.

703. At the hour appointed for the men's meals, they will see that the Non-commissioned Officers are with their respective Squads. *and by visiting come of*

704. In going round the Barracks at dinner, the Officers will take different wings from those which they visited in the morning, and ask in every room whether there are any complaints. The Sergeant will accompany the Captain, the Orderly Corporal the Subaltern. If the Subaltern hear any complaints, he will report it to the Captain, and the Captain will make a minute enquiry into the circumstance, and if necessary, at once acquaint the Commanding Officer with it.

705. The Subaltern will inspect the bread and meat before they are issued. If there is any cause for complaint, he will instantly report it to the Captain of the day, and the Captain will investigate the matter; and, if he judge it necessary, report to the Commanding Officer, that a board may be assembled forthwith, consisting of the Captain, Surgeon, and Quarter-Master. (See 458.)

706. If the board shall decide that the provisions are such as ought not to be issued, the necessary purchase shall be made, without loss of time, in the market, agreeably to the terms of the Contract.

707. When a man who has at any time been reported absent, returns, the Orderly Officer will mention in his report the hour of the man's return.

708. The Captain will visit the School, Hospital, Workshops, the prisoners in the cells, Guard Room, and Defaulters' Room, and see that all is correct.

709. The Subaltern will, during the day, visit the School once whilst the Non-commissioned Officers are there; the Defaulters' Room twice. At tattoo, will inspect the piquet, see the Non-commissioned Officers paraded, and present when the Sergeant-Major calls the reports of absentees, and will

continued by document

order all fires and lights to be extinguished, excepting any which the Commanding Officer may, for some special reason, allow to be kept in for a certain time.

710. The Subaltern will receive the Guard Report by half-past eight, and enclose it with his report to the Captain of the day; and the Captain will transmit both, after examining them, to the Orderly Room by half-past nine addressed to the Commanding Officer, along with his own report.

711. The form of the report will be strictly observed. If, from any circumstance, any part of the duty shall be omitted, the Officer of the day will mention it in his report, and state the reason of the irregularity. The number of divisions will be named, as shewn in the Forms.

712. The Subaltern will march the Roman Catholic soldiers to chapel, if they exceed twenty in number. (See 1303.)

713. When only one Officer is named for duty he will perform all the duties detailed for both.

714. When spirits are served out, an Orderly Officer will superintend the issue, and he will be answerable for the enforcement of the same rules respecting it, as are described in the account of his duties on board ship.

715. Orderly Subaltern's Report:—

Date 11/11/18

1. At 8 A.M., being warned for Orderly duty in the preceding day's Orders, I ~~attended the issue of the bread and meat, which were of good quality: some of the loaves were weighed in my presence, they averaged the proper weight.~~

2. The Orderly Sergeant reported to me that the men were present in their room the rouse, and that he had afterwards visited all the rooms, which were properly arranged and well ventilated.

3. At 8 A.M. I visited all the Barrack rooms of the 1st wing, which were clean, arranged according to order. I tasted the coffee, and found the breakfasts good and regular (except one). No complaints. The men all present (except one, who returned at 10).

4. At 1 P.M. I visited all the Barrack rooms of the 1st wing, inspected the different messes, and tasted the soup, which was good (except one). The vegetables appeared good and sufficient. The rooms were properly arranged, and the tables and forms clean. The men all present (except one, who is still absent, or, as the case may be).

5. At 4 P.M. I visited the ~~Drummers' Mess. No complaints.~~
6. I saw that the fatigue parties for carrying the breakfasts and dinners of the men on guard were regularly paraded and properly dressed: the number of messes agreed with the number of men on guard. I marched them off under a Non-commissioned Officer who duly reported to me the return of the party.

7. At 5 P.M. I visited the Hospital: the patients had no complaints to make. I visited the prisoners in the cells. No complaints. They had received their allowance of 1 lb of bread, and 1 pint of milk.

8. I visited the Regimental School, when the Non-commissioned Officers who ought to have been reported all present (except one).

9. At 6 P.M. I visited the cooking-houses, which were in good order, and the cooking clean.

10. The Orderly Sergeant reported that he had visited all the rooms an hour before dinner, and had found them in good order.

11. I inspected the ~~defaults in the Defaulters' Room at 10, and at 11: they were all present, clean, and regular.~~

12. At 7 P.M. I was present at the evening parade, and acted as Adjutant to the Captain of the day; or, I collected the reports at evening roll call, when the men reported all present (except one); or, I saw and tasted the men's supper, messes, &c.

13. At P.M. I attended, when the Non-commissioned Officers paraded at tattoo: they were all present and regular. The Sergeant-Major collected the reports, which stated the men to be present and sober (except). I inspected the piquet, which was regular. The fires and lights were all extinguished a quarter of an hour after tattoo (except); and the Orderly Sergeant reported that none were re-lighted when he afterwards looked round the Barracks.

14. I turned out the Regimental guard: all the men were sober and present, and all reported regular.

15. No deviation from Orders came under my notice, except what I was enabled to repress, or have now reported.

To the Captain of the day.

(Signed

N.B. On Mondays and Fridays he will report that, at breakfast time on the preceding day, the men paraded in clean shirts, and that their braces appeared good. When there is no Captain of the day, the Subaltern will have to report that he visited the Tailor's, Armourer's, and Shoemaker's shops, and found the workmen all present (or, as the case may be).

716. Captain of the Day's Report:—

Date _____

1. I visited all the Barrack rooms of the wing, yesterday, after parade, and found them and the passages clean. Everything was arranged according to Order.

2. I turned out the guard; visited the School, Hospital, Tailor's, Shoemaker's, and Armourer's shops (the workmen were all present); the cells, Guard Room, and Defaulters' Room; heard no complaints, found everything perfectly correct (except).

3. At I visited all the Barrack rooms of the wing at dinner hour, which were in good order. I tasted the soup, and inspected the messes; they appeared well cooked, and were punctually served. No complaints. The men all present (except , who returned at). I visited the Drunkards' Mess. No complaints.

4. I saw the Non-commissioned Officers' dinners, which appeared good.

5. At P.M. I attended the evening parade: the men were all clean and regular; the Subaltern collected the reports.

6. The Subaltern informed me that every thing was correct at tattoo.

7. I have not been able to detect any deviation from Orders that I have not repressed or reported.

*To the Officer Commanding
Battalion XXth Regiment.*

(Signed)

A. B.

Captain XXth Regiment.

N.B. On Tuesdays he will report, in quarters where there is no regular public guard mounting, that he complied, with the Orders named in (702.)

Barrack Gate Orderlies.

717. Two Non-commissioned Officers will daily be told off to attend at the Barrack gate. Their tour of duty will commence at the rouse bugle, and terminate at the close of the tattoo, when the Orderly then on the gate will deliver over the charge of it to the Sergeant of the Guard, and fall in with the Non-commissioned Officers. He will then give up to the Serjeant-Major the lists of the men confined to Barracks.

718. They will be on duty two hours at a time alternately, from the opening of the gates till they are shut; and if either do not find himself relieved at the proper hour, he will request the Non-commissioned Officer of the Guard to send word to the relieving party. If there is any mistake or delay, the Serjeant-Major shall be informed of it; for the Non-commissioned Officer on the gate shall on no account quit it till he is properly relieved.

719. The senior of the two gate Orderlies will inform the Sergeant of the Guard what Non-commissioned Officer will be the senior Orderly on the fol-

lowing day, that he may be sent for, if he be not present when the gate is opened. If an unnecessary delay occurs, let it be forthwith reported to the Sergeant-Major.

720. The senior Orderly will every morning receive the list of the men confined to Barracks, from the Sergeant-Major, and he will correct it, after the prisoners are seen in the Orderly Room, from the list which is in the hands of the Regimental Orderly Sergeant. (See 682.)

721. The gate Orderlies are responsible that no man improperly dressed, no man confined to Barracks (unless going on duty), no servant partly dressed as a soldier, partly as a civilian, ever passes out of the Barrack gate; and that every man not sober, either passing in or out, is at once confined. (See 856.)

722. The security of property in Barracks greatly depends upon their vigilance. They will not allow bundles or parcels to be taken out without proper authority. Civilians, of evident respectability, will be permitted to enter, but admission will be refused to all others. If any persons of doubtful appearance assert that they have a letter or message for an Officer, they shall be taken by a Non-commissioned Officer, or one of the Barrack Police, to that Officer's quarter, and the Officer will judge of the propriety of passing them out in a similar manner, or be answerable for their detention.

723. They will see that no individual brings in liquor of any description without proper authority. If any soldier, or his wife or child, be detected bringing in spirits in a clandestine manner, the man shall be at once confined, and the liquor sent to the Orderly Room. If civilians so offend, they shall be instantly turned out of Barracks, their names, residences, and occupations being previously ascertained.

724. The Orderly will not only prevent the entrance of all improper women, beggars, and idlers, but he will not allow them to loiter about the gate; he will not chat with them himself, nor permit the sentry to do so.

725. Vendors of provisions to any party in Barracks will have passes, signed by the Commanding Officer.

VIII.—NON-COMMISSIONED OFFICERS ON PERMANENT DUTY.

Corporal of Pioneers.

726. The Corporal of Pioneers will collect the Pioneers at six o'clock in the morning (whenever daylight will admit of so early an hour), and superintend the cleaning of the Barrack squares; he will see that they attend to the privies, and wash them if it is necessary, and that they clean the Hospital yard, &c. In hot climates earlier hours are necessary.

727. If the Barrack square is not too large, it will be kept free from weeds by the Pioneers, without any further assistance.

728. The Corporal will draw daily, from the Quarter-Master-Sergeant, the candles allowed for the passages, and is answerable that none are misapplied. He will see that the lamps are properly cleaned, and lighted at the appointed hour (*generally an hour after sunset*).

729. So soon as the lamps are lighted, he shall report it to the Quarter-Master-Sergeant: he will report to him also the breakage of any lamps when he perceives the damage, and he will endeavour to find out how the accident happened. Glass cracked by the candles not being fixed uprightly in the lamps, will be charged to the Pioneer whose neglect caused the damage.

730. At all issues of fuel the Corporal will superintend the Pioneers who shovel in the coal, or turf, into the barrows.

731. One of the Pioneers, in turn, will take round the candles to the Staff Officers.

732. The whole body of the Pioneers are under the charge of the Quarter-Master, to be employed at any time, in any work connected with the Camp or Barracks, and tending to the comfort of the Regiment.

Non-commissioned Officer in charge of the Defaulters' Room.

733. When there is no particular room appropriated as a Defaulters' Room, one in an upper story will be selected, and a trusty Non-commissioned Officer, with an assistant, will have charge of it, and will be directly responsible to the Adjutant that all the Orders respecting it are properly obeyed.

734. It will be his constant endeavour to have the rules most strictly enforced, otherwise he will never experience the satisfaction of having an empty room.

735. ~~He will daily take from the list given by the Sergeant-Major of the~~ Regimental Orderly Sergeant, the name of every man who may be ordered to the Defaulters' Room, or cells, or to marching order drill. He will send a return daily to the Adjutant (Form 3), shewing the extent of every punishment, when and by whom awarded, and how far completed. *When no more are ordered*

736. Some sheltered spot, however confined, will generally be obtained, where the defaulters can be drilled in bad weather. Should there be no suitable ground, the men will remain under arms in the room, and be practised at the different motions of the firelock. The Commander will be extremely particular that each motion is done most correctly. If the drill at the Commanding Officer's parade consume half an hour of the regular punishment drill hour, the men will be allowed credit for the whole hour; but if it consume less than the half hour, no credit will be given for it.

737. They will generally be required to fire one round of blank cartridge daily, and to wash their firelocks afterwards.

738. The following Rules shall always be hung up in a conspicuous part of the room:—

1. Men sentenced to the Defaulters' Room will always be confined to it, except while they are on parade or duty.

2. They will not be regularly dismissed on parades with the rest of their Company, but they will be marched back by the Orderly Corporal to the Defaulters' Room, where a Non-commissioned Officer will take them over.

3. They will attend four parades daily for an hour's drill, in marching order, at the strictest attention, and at one of these they will fire a round of blank cartridge. They will take their tour of guards and piquets, but such days on duty will not be reckoned towards the completion of their punishment. Their necessaries will be examined after every hour's parade; and as they are ordered to have their full kit with them, if a single article is absent that cannot satisfactorily be accounted for, that hour's drill will not be reckoned.

towards the completion of their punishment. The Non-commissioned Officer in charge will always have each great coat taken off the pack and laid open, so that he can ascertain by the number, that no man has borrowed another's. The men will always attend parade in the same order as their Companies.

4. If a defaulter be inattentive at drill, that hour's drill will not be reckoned. X

5. The Non-commissioned Officer in charge will at once place in the cells any man who shall refuse to obey any Order which he may give them, and report the circumstances without delay to the Commanding Officer through the Adjutant; if any man think that he is aggrieved, he will have the opportunity of complaining when the Orderly Officer goes round.

6. No gambling nor any games of amusement will be allowed, but the men will be permitted to read religious books.

7. Their messes will be regularly sent to them from the Companies to which they belong, or are attached, but they will be allowed nothing else. Smoking, or the introduction of any kind of spirituous liquors or beer, is most positively forbidden. They are permitted to have their bedding, and are required to keep the room perfectly clean, and in the best possible order.

8. No singing or loud noise is permitted, nor will any one be admitted into the room to converse with the defaulters.

9. The kits of the men often in the Defaulters' Room will be particularly looked to by the Officers commanding their Companies, and they will be put down for every article of necessities that is not in the most serviceable state.

10. If any man thinks that he is aggrieved by any Order given to him, and that although he has represented the matter (through the regular channel), the Commanding Officer has not seen justice done to him, he will have the opportunity at every half-yearly inspection, of stating the circumstances to the Inspecting General, and he is advised to do so, and not attempt to take the law into his own hands; for the disobedience of a positive Order, however given, amounts to insubordination, on which charge he must be tried. The plea that the Order was improperly issued will be of no avail, for every Officer, Non-commissioned Officer, and soldier is bound to obey an Order before he complains of its illegality.

11. The defaulters will always fall in for inspection eight minutes before the hour named for each drill, that the full four hours' drill, established for them by the General Regulations, may be performed without interruption.

(Signed)

Adjutant.

Heavy and other Punishment, or Practice Drills.

739. It is a principle that all punishment drills, and extra parades, are to be performed, however illness or duty may interfere to retard their completion. The instructions in (735, 736), and the 3rd and 4th numbers of (738), apply in every respect to the drill of the men sentenced to heavy drill.

740. Men coming off furlough, or the recruiting service, out of prison, from any continued garrison employment, discharged servants or tradesmen, will (not as a punishment, but that slovenly habits may be corrected) attend in review order, two named hours of the heavy drill until the Adjutant considers them sufficiently instructed. All punishment drills are successively completed in the order in which they are awarded; but sentence to the Defaulters' Room takes precedence of others.

741. Men marked for carelessness in the ranks will be punished with one hour's light drill.

742. A man marked for slovenliness, when he is on sentry, will, on the first convenient opportunity after the relief of the guard, be posted as a supernumerary sentry (for one or two hours, as may be ordered) near the Guard

House, under the eye of a Non-commissioned Officer. Officers and Non-commissioned Officers will pay great attention to (303).

743. When the surrounding wall is not sufficiently high to ensure the attention of the men, the taps will beat every half hour from the rouse, on Sunday as well as any other day (excepting during parades), and the men confined to Barracks will show themselves, in clean fatigue dress, to the Sergeant of the Guard. (See 680.) Men will be occasionally confined to Barracks without attending the light drill; but these are exceptions; and the Officer awarding the punishment will state that the general rule is not to be enforced.

744. All classes of defaulters are liable to be called on for any fatigue that may be ordered.

The Non-commissioned Officer in charge of the Police.

745. The Police is under the direct orders of the Adjutant.

746. The number of men will vary according to circumstances. They will be on duty from the rouse bugle until an hour after tattoo.

747. One of the Police will constantly patrol round the Barracks, and turn out all idlers, and those who may have gained unauthorised admission. The Police will perambulate all the buildings, bring all disorderly characters before a magistrate for punishment, and seek the evidence of respectable witnesses.

748. Hawkers of any commodity, and venders of provisions, who cannot produce separate passes, signed by the Commanding Officer, shall be at once turned out.

749. The Non-commissioned Officer in charge, before he dismisses the Policemen at night, will ascertain that no disorderly women or improper characters are lurking about the squares or buildings, and that the Barracks appear regular and quiet.

IX.—GARRISON DUTIES.

Guards in general.

750. Every commander of a guard will be thoroughly acquainted with the Orders on the subject, given in the General Regulations, and the complimentary Honors which the guard may have to pay.

751. The responsibility of any irregularity or accident, that may happen from inaccurate transmission, or misinterpretation of Orders, will attach to him, for it is his duty to see that every individual is clearly instructed in all that is required of him. When fresh Orders are received from competent authority, whether verbally or in writing, they ought to be forthwith committed to paper, and be thus delivered over to the relieving party.

752. No person of evident respectability shall be marched as a prisoner to the Guard Room, unless under circumstances of great urgency: he may be requested to remain until a reference, if necessary, be made to higher authority; but in most cases it will suffice to take down the name and address, and report the matter.

753. Every individual on guard will feel that he has a very responsible duty to perform, and that any neglect, or slovenliness, will compromise the honor and character of his Regiment.

754. The details in General Orders, respecting the manner of mounting and dismounting guards, will be strictly followed. It is customary for the relieving guard, when it is relieving, to draw up in front of the old guard in slow time. On actual service, it is usually formed in line, on the left of the old guard, at six paces distance.

755. When there shall be a doubt as to the seniority of the commanders, no difficulty not unlikely to occur, if Non-commissioned Officers are in charge, the commander of the old guard will give the word to both guards to pay each other complimentary honors.

756. The arms of the guard shall never be laid on the ground, nor against the walls: they shall be either piled in front of Guard Room, or placed in the arm-racks.

757. The place for every firelock in the rack, commencing from the right, will correspond with the owner's number as one of the guard.

758. If the Officer, entitled to the compliment, arrive so suddenly that there is not time for the men to fall in regularly before he passes, the salute shall nevertheless on that account be hurried. The guard will not be turned out so much to pay a compliment, as to prove the alertness and steadiness of the soldiers at their respective posts.

759. When men are on guard, no firelock shall be put by with eased springs or with unfixed bayonets.

760. When a guard is turned out, it will fall in with *supported* arms.

761. At reveille, retreat, and tattoo beating, all sentries will stand to the proper front with carried arms, and all guards will turn out, and be inspected by the Officers and Non-commissioned Officers. As the tattoo beating occupies much time, the guards may pile arms, and walk about after the fashion, ready to fall in at the last; but during the reveille and retreat, they will remain at carried arms.

762. Guards of honor will not present arms to any one of a rank inferior to the person over whom they are posted.

763. Guards will present arms, as the colors pass, to a Regiment whose colors are uncased.

764. Whenever the turning out of the guard is dispensed with by the party entitled to the compliment, the commander of the guard will remain out until he has passed.

765. Guards commanded by Non-commissioned Officers will carry their arms when they pass Officers. Guards commanded by Officers will carry arms when they pass General Officers or Admirals.

766. In fine weather they will march in sections through the streets, to avoid their posts, in the middle of the road; but when it is very dirty, or the streets are crowded, they will march on the footpath or pavement *in rank* until it is incommode the inhabitants as little as possible.

767. Before the old guard marches off, the relieving Officer or Non-commissioned Officer will be careful to receive the prisoners correctly, strictly

examine the Guard rooms, furniture, and board of Orders ; see that all the articles agree with the entries made in the Relieving Report, and note every damage or deficiency, mentioning his intention of reporting them. The account of damages will thus be always traced back, and the last person who did not name them in his report will be considered as answerable. The Relieving Guard Report will be signed by the Non-commissioned Officer coming on duty, as a voucher of his being satisfied with the manner in which the articles have been given up, or of the state in which they are.

768. When the Regiment is stationed in situations where it constantly furnishes the same garrison guards, great care shall be taken that damages on such guards are immediately repaired (as explained in 1224) at the expense of the parties causing them, and not be allowed ultimately to occasion a general charge against the Regiment.

769. So soon as the old guard marches off, the commander of the new guard will read and explain to his men the Standing Orders of his guard, and generally (to obviate every possibility of an excuse for the slovenly performance of any duty) see that written Orders for each post are put up in the Guard Room, explaining them again, if it be necessary, after the first relief of sentries.

770. He will immediately afterwards visit all his sentries, to satisfy himself that they are well acquainted with their Orders. When sentries are placed on a fresh post, he will ascertain that they perfectly understand what they have to do ; and before they take the same post a second time, will re-examine them as to their recollection of the Orders. Officers, when they visit their sentries, will be accompanied by a Non-commissioned Officer, and they will mention to the next in command the probable time of their return.

771. It has been recommended, by way of simplifying the duties on actual service, to place each man on the same post every time that he goes on sentry.

772. It is imperative on the commander of a guard, if he does not know the characters of the different men, to make the necessary enquiries ; so far as is practicable, men of doubtful characters ought to be posted in the least responsible situations, where they are not exposed to much temptation, and are most under the eye of the commander of the guard.

773. It is advisable that sentries over prisoners, when it is feasible, belong not to the same Company as the prisoners.

774. The sentry on the Guard Room door will be so placed as to prevent the possibility of any one entering without his being aware of it ; and he will have distinct orders to allow no one to enter until he has been examined by the Non-commissioned Officer.

775. The sentry boxes shall not be removed from the spot in which they stand, without the sanction of competent authority. In very bad weather, they may, as a temporary measure, be faced from the wind or rain, if it withdraws the observation of the sentry from his charge.

776. No man on guard shall ask leave to quit his guard for the shortest period, nor has any commander the privilege of giving that leave except on urgent occasions, and but to one man at a time. A list of the guard, to be subsequently sent to the Orderly Room, will be hung up behind the door (Form 5).

and opposite to each man's name will be inserted the hour and minute he asked to be away; and if this entry is not duly made, the man's al will be considered unauthorised; but if he have obtained leave, the commissioned Officer will be punished for neglecting to notice it. The the guard will be frequently called, and any Non-commissioned Officer soldier who shall absent himself without leave, will be confined: if any (so misconduct himself, he will be placed in arrest. During the night Sergeant of the Guard will occasionally count over his men.

777. If an Officer, whose guard is close to the Barracks, be permitted that account to dine at the Mess, he will not remain absent more than an and a half at the utmost.

778. All reliefs will be inspected before they go out; and before they dismissed on their return, the Corporal will make his report to the Sergeant.

779. If the commander of a guard, in case of a disturbance, think it advisable to bring any one into the Guard Room to protect him from violence, the individual will be requested to give up to the charge of the commander of the guard in the presence of witnesses, whatever he may have of value about his person that it may be safely restored to him on his departure. Under no other circumstances shall any one, not belonging to the guard, enter the Guard Room except as prisoners. All soldiers, to whatever Corps they may belong shall interfere in the disturbance, will be apprehended and confined.

780. At retreat beating, the Guard Room and premises will be examined by the Non-commissioned Officer, to ascertain that no one is there besides the guard and prisoners.

781. All guards shall turn out in case of fire, or alarm; and the Commanding Officer and Adjutant shall be informed of the circumstance, as well as to whom it is to be reported according to Garrison Orders. The commander of a guard shall not refuse any assistance in his power, to aid in carrying civil law into execution.

782. If a man be taken ill on guard, or any accident arise demanding medical aid, a report shall be sent to the Adjutant, and also to the Brigade Major, if the man be on garrison duty. If a man appear seriously ill, he shall be taken at once to the Hospital.

783. The meals of all men on guard shall be taken to them ready cooked if the distance is not too great.

784. If the men are aware that they have a sharp Non-commissioned Officer watching over them, they will not be likely to attempt the introduction of spirituous liquors. If any man be found intoxicated, the strictest examination shall be made into the circumstances; and the sentry who permitted the man to be brought in shall be confined as well as the drunken man, and a report shall be made to the Adjutant.

785. No man on guard shall be allowed to hold a horse, or in any way employ himself in other than his guard duties.

786. The clothing and accoutrements of the Officers, and men on guard shall not be taken off; but in Europe, and certain quarters abroad, the trousers, in which they mount, may be changed at night for cloth, which

carry in their packs, and occasionally in the folds of their great coats, and which they sometimes fold to the size of the coat, and strapping it up with it, lay it next their back.

787. Extra sentries put on at nightfall, will never, unless express orders are given to the contrary, be taken off until reveille beating; but when they are first posted, a third person shall be present to prove, if necessary, that the Corporal posted them punctually and properly.

788. In very bad weather the coats will be unfolded; at other times they will not be loosened till retreat beating; and they shall be again folded by eight o'clock in the morning.

789. Every man will have his razor and soap with him on guard, and will shave, and wash himself, between reveille and breakfast. In winter, those who are on sentry during that period will shave after breakfast. The permission to undress is generally given to one third at a time.

790. The guard will thoroughly clean the Guard Room in the morning, by nine o'clock in winter, and eight in summer, unless an authority shall have been given for some one to be engaged for that purpose.

791. When a prisoner is given into the charge of a guard, his name shall be directly entered in the Guard Report, and struck out when he is released by competent authority.

792. All prisoners that are delivered up by Officers or Non-commissioned Officers of any Corps, by Officers of the Navy, or by the civil power, shall be received, if the party who commits them signs a written crime against them.

793. The Corporal conducting a prisoner to the rear, or elsewhere, is personally responsible that he goes nowhere but as directed, and holds no communication with any person. The prisoner will be examined, both on quitting and re-entering the Guard Room, by the Officer, or senior Non-commissioned Officer of the Guard; and if on his return, he is not found fully as sober as when he left, the Corporal will be placed in arrest.

794. Official reference may at any time be made to damages, or occurrences that happen on guard: all the Relieving Reports, therefore, shall be preserved, and given into the Orderly Room, to be filed, and kept for six months.

795. When a guard is dismissed on its return to Barracks, the men who have been taken from the Defaulters' Room to mount with it, will be marched back to the room under a Non-commissioned Officer. (See 738, No. 2.)

796. When a supernumerary Officer is put on guard, to learn his duty, care will be taken that he accompanies one well qualified to instruct him. The supernumerary Officer will, in every respect, consider himself attached to the guard, and under the orders of its commander. If leave be given to the supernumerary Officer to sleep in his quarters, he will return before the guard is relieved in the morning.

797. In hot climates, commanders of guards and others will take pains to expose the men as little as possible to the sun.

Sentries, and challenging of.

798. Sentries shall be well instructed in the Orders given in the 119th and 120th pages of the Abstract of the Field Exercise. Usage has established some forms that are not there minutely detailed. (See ~~Forms~~ 70 to 83.)

799. Immediately after tattoo all sentries will challenge, except in public streets. To give the guard time to fall in on the Rounds coming suddenly on them, the sentry near the Guard Room will come to the charge, and call out "Stand Grand Rounds," immediately before hallooing out "Guard turn out." He will face the Rounds, and allow no one to approach. When the guard is nearly formed, its commander will send a Non-commissioned Officer and an escort, of one or two file, to demand the countersign, or parole (as may be directed), in the usual manner, beginning with the question "Who comes there?" As some one from the Rounds approaches to give it, the Non-commissioned Officer's escort will come to the charge. The Non-commissioned Officer having received the word, will direct the person who gave it to return to the Rounds, and communicate it to his Officer, who, if satisfied of its correctness, will call out "Advance Grand Rounds." The Non-commissioned Officer will run back to his escort, order the files to face inwards, and step back the ranks to allow the Rounds to pass through, (or wheel them backwards to give room,) and present arms as the Rounds pass. The Rounds will halt when they reach the guard; the Visiting Officer will step forward, and the guard present arms to him.

800. If when a sentry demands the countersign, the party giving it approaches near to him, he will come to the charge from the post. (~~none~~)

801. If the countersign is incorrectly given, or anything appears suspicious, the sentry will desire the person to halt, and pass the word for the Non-commissioned Officer of the Guard. He will, indeed, at all times send for the Non-commissioned Officer, when he finds any difficulty in enforcing the Orders of his post. Many cases will occur, in which a sentry will be bound to make a prisoner of the party giving an incorrect countersign.

802. Where it is not the custom to demand a countersign, the sentries will go through precisely the same forms, and on the reply, "Friend," or "Rounds," say "Pass Friend," (or "Rounds,") "All's well." When sentries are placed in streets, and in public thoroughfares, they will generally only be required to challenge armed parties.

803. The countersign is the pass-word issued to sentries. The parole is generally only given to Officers and Non-commissioned Officers, to prove whether armed parties, who meet within the line of sentries, are friends.

804. There is no other difference between the reception of Grand and Visiting Rounds, except that a guard will always present to the former, and carry to the latter.

805. The order to soldiers never to quit their arms, will extend to them when severity of weather has driven them into the sentry boxes.

806. When recruits are receiving instruction as sentries, they will be taught to remember the several salutes to which different ranks are entitled, when the guard should be turned out, the modes of challenging both Visiting and Grand Rounds, &c. &c.

Reliefs.

807. The clear instructions given in the 296th page of the General Regulations and Orders will be minutely adhered to.

808. When all the sentries are relieved, they will be marched back to the Guard Room, that wherever may have been their respective posts, they may be regularly dismissed altogether, and at once deposit their arms in the appointed places.

809. Whilst the first sentries are being posted during the relief of the guard, the Corporal of the new guard will be on the left of the relief, the Corporal of the old guard on the right, and for the time being, the latter will command both parties.

810. The Corporal will inspect every sentry box, and the things given in charge to each sentry, and report to the commander of the guard all damages and deficiencies.

811. In bad weather the relief will march with secured arms. On meeting an Officer, the Corporal will give the word "Eyes right," or "left," according to the flank on which the Officer may be.

812. The Corporal is strictly forbidden, under any circumstances, to allow a sentry to relieve another, unless he himself, or the Sergeant, is present; nor will he dispense with any part of the usual ceremonies, nor permit a sentry to neglect giving over the full orders to his successor, although the latter may have been on that post but an hour before.

Prisoners.

813. The prisoners in the Guard Room shall regularly wash, shave, and clean themselves, every morning before breakfast, and change their linen on the appointed days; if, therefore, the necessary things be not taken to them, the Orderly Sergeants of their Companies ought to be informed of it.

814. During the day, prisoners shall be dressed in shell jackets and forage caps: they may wear their great coats between retreat and rouse. They will be paraded for the Orderly Officer's inspection whenever he turns out the guard, but they shall not be taken out of the cells for that purpose. Prisoners will attend all parades and drills (unless they are to be tried by a Court-Martial), until they are disposed of.

815. They will generally be seen by the Commanding Officer immediately after the morning parade, when all parties who can give evidence as to the imputed offences, will attend, with the Officer commanding the Company, the senior-Non-commissioned Officer of each prisoner's Squad (if he be on duty, the Color Sergeant), the Adjutant, and Sergeant-Major; and in all cases of drunkenness, the Sergeant of the Guard. If the prisoner deny any offence with which he is charged, the witnesses on both sides shall be minutely examined in his presence, and every precaution taken to prevent an erroneous rime being recorded against him. The Adjutant will inform the Commanding Officer when all the parties are assembled. If another hour is named for settling with the prisoners, the Adjutant will give due notice of it.

816. All prisoners brought to the Guard Room in the slightest degree intoxicated, shall be at once locked up in the cells, by the escort that brings

them. Their stocks shall be taken off, and they shall remain there for twenty-four hours; nor, till the expiration of that period shall they be brought before the Commanding Officer. If any of the men be sooner perfectly recovered, they may be brought into the Guard Room, provided the cells are damp, or injuriously cold. This confinement is not intended as a punishment, but to prevent the possibility of a man's further committing himself, by not obeying Orders in an efficient, cheerful manner, through the lingering effects of liquor. Drunken prisoners will be visited at least every two hours, by one of the men of the guard, under the direction of a Non-commissioned Officer.

817. If the Sergeant of the Guard is uncertain whether the prisoner brought to him is drunk, he will put him through part of the extension motions to prove him, but not unless he has a doubt on the subject, as it may irritate the man, and lead to his aggravating his crime by disrespectful language or conduct.

818. The men coming off sentry shall not be deprived of their necessary rest by the noisy conduct of a drunken prisoner; if milder measures, therefore, fail, he shall be tied down, till he becomes quieter. When severe measures are unavoidably resorted to, a fatigue sentry shall always have charge of him, and watch him carefully.

819. Whoever confines a man, will instantly take the proper steps to have it reported to the Officer commanding the man's Company.

820. A soldier, confined under any circumstances for a crime of which he is subsequently convicted, either by a civil or military court, will forfeit his pay from the day of confinement inclusive. If he shall be acquitted, he will become entitled to his full pay, minus what was paid for his diet. If he is drawing rations from Government, he will be allowed them until his conviction is promulgated. In (415) it is shown how a man, absent for only a few hours, may forfeit two days' pay.

821. A soldier absenting himself without leave will be struck off the ration list, from the day inclusive of his first absenting himself until the day inclusive of his return. If, however, his rations on the first day of his absence shall have been drawn, the men of his mess will use them, for Government can only be credited for that day with the man's pay, minus the stoppage for his rations. A man not convicted by a Court-Martial will draw rations if he be present when they are issued; if he be reported absent when they are issued, they will be withheld from him. The number of days' pay and rations stopped from men absent for a short period, will be specified in Orders.

822. In addition to the certified copy of the crime and sentence attached to every committal, the dates, from and to which inclusive, a prisoner is to be subsisted in gaol, shall also be inserted. This will prevent the possibility of a double payment on the day of confinement or release. The Non-commissioned Officer sent to deliver over or receive back a prisoner, will not fail to obtain a receipt for the amount of the subsistence which he may pay to the Gaoler on the man's account. (See 1158.)

823. A prisoner placed in the cells by the award of a Court-Martial, will have his bedding and canteen tin; and great care will be taken that he is supplied with everything requisite to keep himself and his clothing perfectly

clean, the Non-commissioned Officer of the Guard seeing that he pays proper attention to his person. The Barrack department will generally furnish him with a water pail and a urinal. He will be allowed the use of a Bible and Prayer Book.

824. Men sentenced to solitary confinement shall be placed in cells as far apart as circumstances will admit.

825. They shall be taken out daily, one at a time, for an hour's exercise. More will be allowed out together if there be several prisoners; but care shall be taken that they have no opportunity of conversing. Their beds shall be frequently aired. On Sundays they shall attend Divine Service. They shall daily empty their own urinals, and put fresh water into them. If it be not practicable to have this done within the precincts of the building, the Pioneers will do it.

826. By the Warrant of the 20th March, 1837, a sum not *exceeding* sixpence is allowed daily for a prisoner's subsistence, whether he be Non-commissioned Officer or Private. (See 416.) With fivepence of this, the Officer commanding the Company to which the man is attached is directed to take the requisite steps to ensure his being supplied with a pound and a half of bread, and to see that the surplus is laid out in milk. The remaining penny will be expended in repairing his necessaries, and in washing. The sixpence shall not under any pretence be given to the prisoner.

827. A prisoner's regular diet shall be given to the care of the Orderly Corporal, who is held responsible that the prisoner receives it. If any alteration of the diet is necessary, it will be mentioned from time to time in Orders.

828. Prisoners confined in civil gaols generally receive gaol clothing; but when a man is committed to a military prison, the Officer commanding the Company will send with him what is absolutely required; *viz.*, a jacket, a pair of trowsers, and boots, two shirts, two pairs of stockings, two towels, two brushes, and a comb, razor, soap, and blacking. By a full representation of all the circumstances, through the Commanding Officer, to the Secretary at War, the Officer commanding a Company can frequently recover for a prisoner long under confinement, the actual expense of necessaries unavoidably procured for him during his imprisonment. While he is under confinement, he has no claim to Regimental clothing, nor to compensation in lieu of it.

829. When a man has no necessaries, or has worn out those which he had, no provision is made to reimburse the Captain for the expense incurred in providing what was indispensable. The man, on his release, will be put under stoppages for all that may have been issued to him. For the sake of both parties, an exertion ought to be made to obtain the articles as economically as may be.

Piquets.

830. The duties of piquets on actual service are ably detailed in the Field Exercise. Major-General Lord Frederick Fitz-Clarence's Memoir on the subject is strongly recommended to the notice of young Officers.

831. The inlying piquet in Barracks (generally consisting of two or more men per Company, under a Sergeant and a Corporal,) is designed to be in

constant readiness to turn out with arms, in light marching order, at any moment during the twenty-four hours, on any alarm.

832. It will be under the immediate orders of the Captain of the day, and parade at sunset, and also at tattoo, falling in for inspection on the left of the Non-commissioned Officers, and receiving instructions as to the hour of patrolling, &c.

833. If any men are absent from tattoo, a Corporal's party of the piquet, besides the Corporal's party of the Squad to which he belongs (*see* 1002), will patrol and search for the absentees in the neighbouring streets and public houses. The Corporal, on his return, will report to the Orderly Subaltern what he has done, and where he has been.

834. A Corporal and four men will also patrol frequently from retreat beating, till an hour after the sounding of the last watch, to search for any improper persons that may be lurking about the passages and stairs, both of the men's and Officers' quarters. The Sergeant of the Piquet will the next morning verbally report to the Adjutant at what hours the patrol went round, and what was the result of the search.

Patrols.

835. The duties of patrols on actual service, and the precautions then necessary to be taken, are pointed out in the Light Infantry Drill. Patrols sent into the country to prevent unlawful meetings or depredations, will move with great caution, having an advance and rear guard; and, when an attack may be apprehended, having flanking parties.

836. Patrols in garrison are only sent through the different streets most resorted to by the men, to take up any soldiers whom they may find drunk or riotous, or out of Barracks after tattoo, without a regular pass. Unless the patrol is sent from the main guard, the prisoners that may be made will be lodged in the Guard Room of their respective Regiments.

837. Patrols will march through a street in the manner detailed for guards in (766), so as not to incommode the inhabitants.

X.—REGIMENTAL DUTIES.

Regimental Guards.

838. In every situation, and under every circumstance, there will be a Regimental Barrack guard. In addition to the instructions for guards in general, the following will be observed.

839. No Orders for the commander of the guard are valid, unless they come through the Adjutant, or direct from the Commanding Officer of the Regiment.

C 840. The form of the Guard Report (No. 6) will be observed, and it shall be sent punctually at half-past eight o'clock, to the Subaltern of the day. The column for the page in the Defaulters' Book will be filled up in the Order Room, as the crimes are entered in the Defaulters' Book. The Relievi Report will be signed by the Sergeant coming on duty. (*See* 767.) *When any fresh damages or deficiencies are named in the Regimental Guard Report*

the Adjutant will send it for the Quarter-Master's perusal, who will forthwith take the necessary steps to have them repaired or replaced.

841. The guard will turn out whenever the Commanding Officer approaches it, but only present to him once during its tour of duty. To each of the other Field Officers of the Regiment, it will turn out once with shouldered arms, and at other times the men will stand to their arms.

842. The men on duty will clean the Guard Room daily; and if the weather is dry, the Guard Room will be washed out every Friday by a fatigue party, and all the furniture and windows will undergo a thorough cleaning. The Guard Room will be whitewashed every quarter. In hot climates, the room and furniture will be washed early in the morning, by the guard coming off duty.

843. As the guard will mount in light marching order (unless directions are given to the contrary), each sentry will carry his pack four hours during his period of duty (except in hot weather), when the exemption will be named in Orders, viz., during the first and last two hours of his being on sentry.

844. It is the duty of the guard to quell all disturbances and riots in the Barracks; to assist the Barrack police in maintaining good order and regularity; and particularly to aid the Non-commissioned Officers on the gates in the performance of their duties.

845. The alarm of fire, or of any serious disturbance, shall be at once reported to the Orderly Officer, Adjutant, and Sergeant-Major; and when there is no inlying piquet, the Orderly Subaltern shall at once take charge of the guard. If its commander find that he has not a sufficient force, he will acquaint the Adjutant with the facts.

846. It will seldom be necessary to have more than one gate opened for the egress and ingress of the men, in a Barrack occupied only by one Regiment; but none of the sentries at the gate, or around the line of encampment, shall permit any one to pass with bundles, bottles, baskets, &c., until they have been examined by one of the Non-commissioned Officers. A rigid adherence to this Order, which can be maintained without the exercise of any improper curiosity, will greatly prevent the sale of necessaries, theft, and the introduction of spirits.

847. The commander of the guard will keep possession of the keys of the Barrack gates, which are locked between tattoo and reveille. No one will be allowed to go out or come in without his knowledge.

848. All Officers of the Army and Navy, and persons connected with the families of Officers, will pass at all times; but strangers will not enter the Barracks, nor go out, after tattoo, unless they are accompanied by an Officer, or the Sergeant-Major, or by an order from an Officer, transmitted to the commander of the guard.

849. Soldiers' wives will not pass in or out after tattoo, without a pass signed by an Officer.

850. The names of all Non-commissioned Officers coming in after tattoo without a pass, or at a later period than the pass authorised, will be entered in the Guard Report, with the time of their return; and the privates who may return in this irregular manner, will be confined. All passes will be collected

from the soldiers as they come in, and be enclosed in the Guard Report in the morning.

851. A man coming into Barracks drunk, or found drunk in or out of Barracks, either by day or night, will be confined.

852. The place for a man who is drunk, is not the Guard Room, but one of the cells. (See 816, 817, and 818.)

853. Every prisoner, although his name be regularly entered in the Guard Report, will be released, if a written crime, duly signed, is not sent in against him within two hours of his being confined, except those who shall be confined for drunkenness, or for coming late into Barracks, or by the Commanding Officer. (See 813, &c.)

854. Precaution shall be taken to prevent accidents, when guards or sentries mount with loaded firelocks. The men shall be warned not to snatch them too suddenly from the racks when the guard turns out. Before the guard is dismissed, the charges shall be drawn on the Regimental parade ground, in presence of the commander of the guard, who will, on the spot, give over the loose ammunition to the Quarter-Master.

855. Lists and Orders to be hung up in the Guard Room.

1. An extract from the 296th and 297th pages of the General Regulations, explaining the manner in which reliefs shall be conducted, and the duties of sentinels.

2. The distinct Orders for each sentry, according to the number of his post (to be made out directly after the arrival of a Regiment at a new quarter).

3. A nominal list (to be made out fresh on the 1st of each month) of the men, by Companies, undergoing stoppages for the crime of habitual drunkenness, (much similar to Form 29,) shewing, by dates, what each man has already paid on this, as well as former Courts-Martial, and what is yet to be stopped. The names of men who have been under stoppages will be retained for a month on this list, after they have paid the whole money.

4. A list (to be made out on the 1st of each month), of men liable within a certain period, stated in the column for dates, to be tried for habitual drunkenness. The names of every man who shall be drunk three times within twelve months, or once within six months of a former conviction, will be immediately added to this list.

5. A list of men, by Companies, who have been brought up before the Commanding Officer during the last month, and whose crimes, in most districts, are forwarded to the Major-General commanding (made out on the 1st of each month).

6. A list of men privileged by the Government to wear good conduct stripes. (This list to be altered whenever any man of the Regiment acquires the distinction).

7. Address of the Medical Officers, if they live out of Barracks, or the letter and number of the rooms, if they live in Barracks.

N.B.—The correctness of each of these lists will be certified by the signature of the Adjutant.

856. Orders for Sentries on Barrack gates:—

1. To allow no soldier to pass out who is not properly dressed, who has a black spot, disfigured face, or who has the slightest sign of liquor upon him. N.B.—Men will go out in fatigue dress, only under the charge of a Non-commissioned Officer.

2. To allow no soldier out of Barracks before ten o'clock (or morning parade), except when they are passed out by a Non-commissioned Officer. N.B.—This Order will not be generally enforced when the men are behaving well.

3. To allow none of the guard or piquet to go out, and no soldier with a bundle, unless passed out by a Non-commissioned Officer.

4. To allow no Barrack furniture or bedding to be taken out, unless passed out Non-commissioned Officer.

5. To allow no disreputable people, of either sex, to enter the Barracks, or idle about the gates.

6. To allow no one to enter but persons of respectable appearance, or venders of provisions with passes.

7. To allow no one to pass with cinders or manure, except those who are employed by the party contracting for the same, or removing manure from the Officers' stables.

8. To allow no one but Officers of the Army and Navy, or persons connected with the families of any of the Officers, to go through the gates without a pass, after tattoo.

9. In case of fire or any alarm, to pass the word for the Non-commissioned Officer of the guard. If there is immediate cause for alarm, to turn out the guard.

Fatigue Parties.

857. Attention will be paid to the roster for fatigue duty, no less than to any other roster.

858. No party, except for the interior duty of the Company, shall be called out till a requisition (shewing the object for which it is wanted, and the number required), signed by an Officer, shall have been sent to the Orderly Room.

859. All fatigue parties shall be dressed as clean as circumstances will admit, in shell jackets, and forage caps, without belts. They may put on canvas frocks, for coal fatigue, or any extremely dirty work.

860. They shall be regularly paraded and marched off by the commander of the party, who will follow six paces in rear of it, and who is responsible for bringing them all back to Barracks when the work is done, in as orderly a manner as they march out.

861. The Commander will at once report the return of the party, and the performance of the duty.

862. Men absenting themselves from this duty, before they are regularly dismissed, render themselves liable to the punishment to which they would subject themselves, if absent from any other duty.

863. Recruits, not dismissed from drill, will not be placed on fatigue, unless under very urgent circumstances.

Escorts.

864. The commander of an escort will be subject to trial, with the whole of the escort, if that which is confided to their care be lost or damaged.

865. When the party is relieved, or gives over what is entrusted to him, he will obtain a receipt in full, for that which he delivers up.

866. The commander, if he escort a prisoner whose rescue may possibly be attempted, will have half his party in reserve, with a view to a military defence. He will not allow the prisoner to be accompanied by his friends; and when a halt is necessary, he will order it where no building or cover is near, capable of concealing an armed party.

867. When it is feasible, prisoners will be taken for the night to gaol (by the 27th clause of the Mutiny Act the Gaoler is bound to receive them); at such times, an endeavour will be made to procure an upper room for their confinement. The Police will often, on application, give up a secure place for the confinement of the prisoner during the night. To prevent the possibility of a prisoner's escaping, he will at night be handcuffed to one of the escort. The escort will sleep in the same room, the Non-commissioned Officer keeping possession of the key.

868. Escorts will start in sufficient time to complete their march by sun whenever it is practicable.

869. Firelocks that are loaded in the men's billet at night, shall be carefully placed where there can be no danger of accident. In disaffected districts, priming and loading ought to be particularly looked to every morning, ascertain that it has not been surreptitiously abstracted during the night.

870. When the duty is performed on account of which the firelocks were loaded, the charges shall be immediately drawn, and the balls preserved, to be given into the Quarter-Master's stores, on the return of the party to Head Quarters.

871. Most of the Orders for the guidance of soldiers on a march, are applicable to escorts. The smallness of the party will render some alteration necessary, but their arrival at any military station shall be regularly reported, the same attention shall be paid, to ensure their having two substantial meals a day, instead of being allowed to squander the most part of their money in drink. They shall be paid daily by the commander of the party, who shall have received, before he leaves the Regiment, the subsistence of the several men from the Captains of their Companies; they shall be warned of the hazard of falling in the next day, and be cautioned not to appear out of their billet until cleanly dressed, in the proper undress of the Regiment.

872. On halting days, the arms, accoutrements, and clothing, shall be minutely inspected at the morning parade.

873. On the day on which the men shall return to Head Quarters, the commander shall send in a return to the Orderly Room (according to Form 54), such report being necessary to enable the Paymaster to obtain the marching money, to which the party are entitled.

874. When an escort is relieved on the road, the Officer or Non-commissioned Officer commanding it will have accurately transcribed into his return the marches which it has made, and all the particulars of the original route; the latter must be handed over to the individual commanding the fresh escort. The marches of the men returning to their quarters shall be entered, and designed by the constable or person billeting them, as carefully in the return route, as when they were proceeding in charge of prisoners. The omission of such entries will forfeit the marching money; but since the loss ought not to be borne by the men, it will be made good by the Officer or Non-commissioned Officer in charge of the escort, whose business it was to have seen that this important duty was not neglected.

875. The printed certificate given to all parties on home service who are deserters, will be properly signed by the individuals who may issue the bill of the escort, and be delivered to the Paymaster on the return of the party to the Regiment.

876. Minute instructions for the guidance of escorts with deserters, are given in the Explanatory Directions for Paymasters, and the Adjutant will ascertain that the Non-commissioned Officer placed in charge is properly acquainted with the Orders on the subject.

877. When they proceed by railroad, escorts will not load their muskets on the trains. The deserters will be very carefully handcuffed while they travel in railway carriages.

The Alarm.

878. The alarm shall never be sounded but by the direct orders of the senior Officer on Orderly duty, or the Adjutant; nor by either of them, unless in a case of great emergency, until he has instruction from the senior Officer, at the time in Barracks.

879. On its sounding, the men will dress themselves, in shell jackets and accoutrements, as speedily as possible, and fall in with arms, on their own alarm posts, (that is, each Company on its private parade ground,) and then wait for orders, under its own Officers, who will join it instantly.

880. If it is an alarm of fire, they will fall in in a similar manner; but the piquet and the Company to which the Captain of the day belongs, will alone be armed.

Daily Routine in Barracks.

881. On home service the rouse will sound—

At half-past five, during May, June, and July;

At six, from the 15th of March to the end of April, and from the 1st of August to the 15th of September;

At half-past six, from the 1st of February to the 14th of March, and from the 16th of September to the end of October;

At seven, during November, December, and January.

882. Every man will instantly rise, dress himself, and stand near his cot, until his name is called, which will be ten minutes after the rouse. He will then quietly turn up his bedstead, roll the mattress towards the wall, with the pillow in it, fold the blankets and sheets four times (each singly), and wrap them neatly in the rug, and so place them on the mattress. He will then shave, wash, and clean his appointments, in the sheds. In the mean time, the Orderly men will be ventilating the rooms, sweeping, cleaning, and preparing the table for breakfast. On Sunday and Thursday mornings, all the men will change their linen.

883. The breakfasts will be at eight o'clock all the year round, excepting in November, December, and January, when they will be a quarter of an hour later. The men will sit down to all meals in shell jackets, buttoned up, with stocks.* On Sundays and Thursdays, they will throw their jackets open when they stand up, on the Orderly Officer going round at breakfast time (sometimes dinner, *see* 913), that he may have the opportunity of ascertaining whether they all have put on clean linen.

884. There will be a warning roll ten minutes before breakfast, and fifteen minutes before dinner, to apprise the Cooks and Orderly men of the time. On its beating, the Non-commissioned Officer in charge of the Cooks will immediately proceed to the Captain of the day, to report whether the meals are ready. It is the duty of the Non-commissioned Officers of each room to see that the men do not sit down before the second bugle has sounded, and that no man quits the room until the Orderly Officer has been round.

885. The dinners will be at two o'clock (except during the four winter months, when on home service), unless from being enabled to purchase the requisite articles at a cheap rate, a coffee or porridge mess is established at five, instead of the evening parade. In the latter case, and during the winter, the men will dine at one.

886. All the drummers and fifers will be regularly paraded at sunset, under the Drum-Major, to beat the retreat; the guard will be under arms; the police will be active to see that all strangers quit the Barracks; and the large gates will be closed.

887. An hour before tattoo, the bedsteads may be let down, and the beds made; great care being taken that they are lowered so as not to injure the floors, or the ceiling of the room underneath.

888. The drummers' call will sound or beat at a quarter of an hour before tattoo, to assemble the drummers, and warn all hands to repair to their quarters. The drums, which will commence beating exactly at the hour named for tattoo, will beat for twenty minutes. The rolls will be called five minutes before the drums cease, by the Orderly Sergeants of Companies, who will see that every man who answers his name is sober.

889. On the bugles sounding the last post (immediately on the ceasing of the drums), all the Non-commissioned Officers will fall in for inspection: the Orderly Sergeants in front will state whether all the men were sober and present, and deliver up the reports to the Sergeant-Major, who will hand them to the Orderly Officer. Ten minutes after the dismissal of the Non-commissioned Officers, the Orderly bugler will sound a long G, as a signal for all the lights to be extinguished.

890. Different garrisons have different regulations regarding the hour of tattoo; when no Order is issued to the contrary, the tattoo will be

At nine, when the rouse sounds at half-past five and six;

At half-past eight, when the rouse is at half-past six;

At eight, when the rouse is at seven.

891. No soldier, under any circumstances, shall go out of Barracks after tattoo, nor before the rouse, without a pass signed by the Commanding Officer.

Parades and Drills.

892. It is very desirable to keep the men as short a time as possible under arms, preparatory to a parade; every individual, therefore, Officers as well as Non-commissioned Officers and privates, will be punctual in attendance. No man that is late will be permitted to fall in with his Squad, but he shall remain in rear of it, until the cause of his delay is ascertained. While the Regiment is under arms, Officers will not quit their Companies nor collect in groups.

893. When the states are collected, the Officers commanding Companies will verbally report to the Adjutant whether the Subalterns and all the men were present at the second bugle.

894. A dozen Companies can be inspected as quickly as one; twenty minutes, therefore, only, will be allowed from the sounding of the first horn till the formation of the column. The time will be thus divided and regulated by the Adjutant's watch, in his absence, by the Sergeant-Major's.

895. Supposing the parade is to be formed at ten, ready for the Commanding Officer, the Sergeants' call will sound at twenty minutes before ten, for assembly of the Non-commissioned Officers, band, and drums, who will fall in by Companies two deep, at Attention (the band and drums on the left and be minutely inspected by the Adjutant, assisted by the Sergeant-Major. The latter, after ascertaining from the Orderly Sergeants that all the Non-

commissioned Officers are present, will give them over, at Advanced Arms, to the Adjutant, with the ranks at inspection distance.

896. On the dismissal of the Non-commissioned Officers, at fifteen minutes before ten, the Assembly (the second horn) will sound, when it is expected that every one of every rank will be on parade. The men will fall in smartly by Squads in single rank, with carried arms, and be minutely inspected by the Sergeants of Squads and the Subalterns, to whom all casualties are reported.

897. When there are no Non-commissioned Officers of a Squad present, *that* Squad, as well as his own, will be inspected by the senior Non-commissioned Officer of the Company on parade. The same rule applies to the inspection by the Subalterns.

898. The Subalterns will make the Non-commissioned Officers of Squads answerable for the appearance of the men; the Non-commissioned Officers will have previously inspected, in the Barrack room, all the slovenly men who require disproportionate care and attention. (*See 163.*)

899. Great attention will be paid to the square and correct carriage of the men, and to their steadiness under arms, from the very moment of their falling in. Slovenly habits are easily acquired, and ought to be carefully checked. Officers are requested to give their own word of command in an animated manner, and to see that the motions of the firelock are performed with spirit. They will not allow any Squad to be inspected until they have ascertained that it is well dressed in line, and that each file preserves a light touch to the pivot rank. The position of each man (which is essential, and clearly defined in the 3rd page of the Field Exercise) can be best observed from a little distance; and by facing the Squad, it will be easy to see whether the men stand well forward. Unless this position is preserved, it will be impossible to obtain good marching; and to secure this, it will also be necessary that the body above the hips (both of Officers and men) be kept immoveable, the eyes never glancing to the right or left, and the left shoulder never allowed to get to rear, by yielding to the weight of the firelock. The distinction between the commands "Stand at Ease," and "Stand Easy," will be strongly marked. The manner in which the junior Officers conduct their inspections will necessarily influence the Commanding Officer in forming an opinion of their zeal and acquirements.

900. The Orderly Sergeant will prove the correctness of his state from the reports of the Non-commissioned Officers of Squads; and after making any necessary alterations, will hand it to the senior Subaltern of the Company.

901. The Captain who will have been all this time carefully superintending these inspections, will then make a general examination of his men. As he approaches for this purpose, the senior Subaltern will call all the Squads to Attention, salute him, and give him the state.

902. At ten minutes before ten, the third horn will sound for the Orderlies; when the Sergeant next on the roster for Company's Orderly duty, will instantly proceed to the centre, and report the strength of the Company to the Adjutant, or Sergeant-Major, who will equalise the Battalion. The same Non-commissioned Officers will afterward march off the supernumerary men of their respective Companies, or receive the men that may be sent to them.

903. At the sounding of the third horn, the Captain will order the men of the "Form Company," which will be done at once, by every man taking his place in the ranks according to his size. The Orderly Sergeant will carefully rectify any incorrect sizing, and dress the Company; and the Captain, or one of the Subalterns, tell it off in the manner laid down in (933).

904. Five minutes after the last call, viz. at five minutes before ten, "Coverers," or fourth call, will be sounded, when the Orderly Sergeants will take up their distances (one day right in front, next day left in front), and ten o'clock precisely the "Advance" will be blown. On this, commanders of Companies will march their men into column, "Order Arms," and "Stand at Ease," every individual being in his proper place; the band and bugles at the head of the column, the Adjutant faced towards the pivot ready to collect the reports.

905. Thus formed, the parade will wait for the Commanding Officer. If the Adjutant be required to prove the Battalion, the Officers will be requested to fall out by the senior Officer on parade.

906. A dressing bugle will always sound fifteen minutes before the first call.

907. When he is receiving the reports, the Adjutant will ask, for the Commanding Officer's information, whether all the Officers and men of each Company were present at the sounding of the second horn.

908. It is expected that all Officers will be prepared to account, in the most prompt manner, for every man of their respective Companies.

909. As all Orders affecting the men are to be read on the private parade, the Adjutant will allow, as extra, the time actually consumed in reading the Orders.

910. All parades for drills, not in marching order, will be with snappe unless practice ammunition is ordered.

911. Unless orders are given to the contrary, the Commanding Officer's parade will be in marching order on Mondays and Thursdays, when the men will be able to show every article of their kit on the ground, and be prepared to march off at once, if necessary, to another quarter. Even the musquet stoppers and cards off the beds will be produced. The dirty linen will also be in the knapsacks, as it will not be sent to the wash till after parade. On these days the name of the pattern man of each Company will appear on the back of the Parade State. Unless he gives orders to the contrary, the Commanding Officer will see the necessaries by separate Squads, and refer to the Officers belonging to them for every information. (See 995.)

912. When, from any circumstance, any men are not perfectly complete, the necessaries, a return of their names will be invariably brought to these parades shewing in what articles they are deficient. The same returns will also contain the names of the men whose boots or clothes are undergoing repair. With the exception of what is there named, the Officers commanding Companies will be able to assure the Commanding Officer that every thing, to the minutest article which a soldier ought to have, is on parade, and in serviceable order.

913. Thursday's parade will be attended by all hands (those on duty at the Hospital excepted), the women cooking on that day. After a satisfactory yearly inspection, the servants and Cooks may be exempted from attending a specified period. If the weather be extremely hot, directions will be issued

Regimental Orders for the clean shirts and socks not to be put on until the Commanding Officer's parade. The Non-commissioned Officers of the ranks will be held, by their Officers, responsible that the men change their shirts directly after the parade. At dinner, instead of breakfast-time, their coats or frocks will be thrown back, for the Orderly Officer to see that the shirts are clean.

914. If the Regiment have been dispersed in Detachments for a long period, for any cause an unusual exertion be considered necessary to make the men work well together, one third of those who are on Regimental guards and duties will attend the drill.

915. Tuesday's parade will be in light marching order; the great coat folded in the knapsack, and separated by the inner flap from the necessities, which will consist of an article of each sort, with the hold-all complete.

916. Wednesday's and Saturday's parade will be in field-day order, *viz.* with coats folded as for guard, exactly sixteen inches and a half in length, and a half in breadth.

917. Every Friday there will be a medical inspection, in clean fatigue dress, in the Barrack rooms, at half past two o'clock, unless another hour is named in the Orders, when the men's legs will be bared, by the trowsers being turned up to the knee. That day, after breakfast will be set apart for a thorough cleaning of the Barrack rooms and furniture, spare arms, and accoutrements. Weather permitting, all the bedding will be aired outside, and be arranged in rows by Squads, in front of their respective Barrack rooms.

918. Review order will be without coats or knapsacks.

919. When the Battalion marches off from the parade ground for a route march, the senior Officer on Orderly duty will fall out to take charge of the barracks, which he will not leave during the absence of the men. If he prefer he will accompany the column, directing the Subaltern of the day to remain in the Barracks.

920. Weather permitting, immediately after the 10th of March, on home service, the Companies will be practised, under their own Officers, in a regular course of Company's Drill, commencing with the First Section of the First Part of the Field Exercise. The section to be practised will be named in the preceding day's Orders.

921. The hours of all parades will be greatly contingent on the climate and season of the year.

When the regular hour for the Commanding Officer's parade is before breakfast, there will be a parade in Barracks at eleven A.M., as follows, an Officer of each Company attending. The name of the Officer present on that parade will be entered on the early Morning Parade State of the following day, on the margin to the left, near the word "present."

On Mondays there will be a minute inspection of arms and shell jackets; the men falling in in shell jackets, without accoutrements, with the locks of their firelocks in their hands. The ramrods will afterwards be sprung, to ascertain whether the barrels are perfectly clean.

On Tuesdays the men will parade in shell jackets, with their pouches in their hands, and will show that the top is pliable and well polished. The ammunition will be inspected, to ascertain that it is properly packed, as described in (951). There will be a good turn-screw and worm in the pocket of the pouches. The pouch tins will be examined.

* *Instead of the two first Musters, half of the designated Articles of War will be read by the Adjutant.*

The men having the indulgence of doing their dirty fatigues in smock frocks, will have them clean to parade in on Wednesdays, when they will fall in with bare feet, the trousers being turned up to the knees, and their shirt collars thrown open without stock and without caps, that the hair may be inspected.

On Thursdays there will be a minute inspection of necessaries, which shall be spread out on the knapsack at the foot of the bed, exactly as on parade. Every man will stand at the proper left of his own bed, his heels aligning with the legs of the bedstead.

On Fridays there will be no parade (excepting the usual medical inspection at half-past two), but a thorough cleaning of Barracks; weather permitting, the bedding will be taken out to air.

On Saturdays there will be a parade in marching order, for a minute inspection of the cleanliness and good fitting of the accoutrements.

Officers commanding Companies, if it is practicable, will be present on Thursday's and Saturday's parade. At all these parades, the Officers will take the opportunity of seeing that the rooms are in the highest order. The Commanding Officer will go round at uncertain times, but he will be expected on Thursdays and Saturdays.

922. The muster parade will be attended by all hands in great coats, those on duty and sick excepted. The men will fall in by Companies alphabetically, and two deep, the A's being on the right. When the Companies are inspected, the coverers will take up distance, the left in front. If several Companies are present, the Commanding Officer will generally close the column, face it to the right, order arms, and stand at ease. The line of dressing will be kept up by the Officers: each man as he gains the front coming to Attention—he will answer to his name by calling out his Regimental number, advance his arms and tap smartly with his left hand, passing to the right if he belongs to the right wing, to the left if he belongs to the left wing. Officers commanding Companies will, from their own roll, answer for the absentees, stating the cause of any absence, and assisted by the Pay Sergeants, who will stand directly in their rear.

923. After muster, the Adjutant will assemble the servants and tradesmen not usually attending parade, that the Commanding Officer, or himself, may see that their hair is properly cut.*

924. When the last day of the month falls on Sunday, the muster will be taken on the following day (unless Saturday is particularly ordered).

925. On home service, the parade will usually be at ten, that is, the Regiment will be formed in column at that hour, ready for the Commanding Officer.

926. The evening parade will generally, in summer (*viz.* from the 1st April to the end of September), be at five o'clock; in winter at half-past five or earlier if it is too dark.

927. The men will fall in of a morning generally at seven o'clock, under the Adjutant, without arms, in fatigue dress. They will go through the extension motions, and be practised in the setting up drill; and in cold weather at club drill. They will also be practised in the proper method of walking on streets, and never be dismissed without walking past an instructor saluting one day with the right hand, the next with the left. When there are any sufficient cover, however bad the morning may be, the men ought to be put through the extension motions before breakfast for twenty minutes.

intelligent Officer will generally find some spot, that, with a little contrivance, will answer the purpose.

928. When it is practicable, a Company will be kept off duty daily to parade by itself at a named hour, that exclusive attention may be paid to its appearance and drill. When it can conveniently be done, an additional Company will occasionally be kept off duty, that the two may be practised in the light infantry drill.

929. When the Commanding Officer sees a Company off duty, the arm chest, the spare arms, with scabbards complete with top and bottom tips, accoutrements, and spare ammunition, will be paraded in one of the rooms. A detailed return will be drawn up of all the arms in possession, agreeing with the Quarter-Master's books. The spare arms will be shewn to be in the best order, and ready for service. A return of the great coats in possession of the Company, shewing the years in which they were served out, will also be made, corresponding with the Quarter-Master's books.

930. Under ordinary circumstances, recruits will be drilled three times daily, an hour and a quarter each time; but those who show great attention and quickness will be dismissed at the end of the hour.

931. The drills for the Non-commissioned Officers are named with the Adjutant's duties.

932. Without the permission of the Commanding Officer (for it can readily be solicited when required), no Officer will give any man leave from a parade or roll call.

To tell off a Company.

933. The Companies will be told off in the following manner, which embraces all that is necessary, and avoids repetition.

WORDS OF COMMAND.	REMARKS.	WORDS OF COMMAND.	REMARKS.
"Company, Attention!"		"Countermarch by Ranks!"	Men mark Time.
"Shoulder (or Advance) Arms!"		"Ranks, Right and Left Turn!"	
"Number off from Right to Left!"		"Rear Turn!"	
"Number off by Threes!"		"Sections Right (or Left)!"	
		"Re-form Company!"	
"Five, First Section!"	Suppose 19 File.	"Threes, Right (or Left) Shoulders Forward!"	
	{ Pivot Man,	"Re-form Company!"	
"Ten, Second and Right Sub-division!"	{ Hand up.	"Front Turn!"	
"Fourteen, Third Section!"	Ditto.	"Sections Outwards!"	
"As you were!"	Ditto.		Supernumerary on Flank sees that the Dressing of Ranks is correct.
"Form Four Deep!"	Hands down.	"Re-form Company, Quick March!"	
"March!"	Supernumerary on Flank sees that the Dressing of Ranks is correct.	"Halt, Dress!"	
"Front!"		"Right Sub-division, Order Arms!"	
"Quick, Mark Time!"		"Left Sub-division, Order Arms!"	

On equalising the Companies, if the numbers are not even, the right Companies will have their right, the left Companies their left sub-divisions, the strongest. Before a regular field day, each Company will be cautioned where it will have to stand in line, and be practised to take its post in forming square on the two centre sub-divisions of the line.

Ammunition, Service, and Practice.

934. The value of a soldier's fire depends upon its accuracy ; every exertion, therefore, will be used to ensure the few rounds of ball ammunition, annually allowed to each man, being employed as profitably as possible.

935. However the Regiment may be divided into Detachments, it will seldom occur, that an intelligent and zealous Officer will not be able to obtain some spot in which his men may acquire a knowledge of the range and carrying of their firelocks, and increase their confidence in themselves as marksmen. Irregularity of the ground is of no consequence, and if the distance is very short, the soldier has the less reason for ever missing the bull's eye.

936. To prevent mistakes, small pieces of black and white paper will be brought to the ground, with some paste, that every hit as it is noted down, may be covered by a patch of an opposite color. The marker will run out from his cover when the target is struck, and point out the spot to the firing party with a stick having either a black or white knob, the color of the knob contrasting with the ground of the target : he will then paste on the patch, and return to his shelter.

937. The score will be kept close to the firing party, that every man may have the opportunity of satisfying himself that no partiality can be shown. When no other more convenient shelter can be procured for the marker, a hole may be dug for him not far from the target, the earth being thrown up on the side of the hole nearest the firing party.

938. The spring allowance is twenty rounds per man, the autumn ten ; and no more than five rounds will ever be issued for a soldier's practice in one day.

939. That the men may not be kept long under arms (especially in unfavorable weather), a Company may leave the Barracks for the ground in successive classes, or even half classes, allowing the same time to intervene between the marching off the different bodies that it is calculated the preceding party will take to fire.

940. Adherence to the General Orders on the subject, given in the Abstract of the Field Exercise, and an impartial distribution of the men of every Company into three classes of shots, according to their respective capabilities as marksmen, will, with judicious encouragement, create a desirable emulation ; and whenever the opportunity shall present itself, ensure the enemy a cool destructive fire.

941. The Target Practice Books will be sent to the Orderly Room the morning following the Company's practice.

942. The men will fall in according to the order in which their names stood on the last roll of classes, the entry being made according to the proficiency shown at the preceding season's practice.

943. To secure a uniform method of deciding the order in which the Non-commissioned Officers and men are to be placed, the hits will be thus reckoned : an upper one as one, a lower one as two, a centre one as three, a bull's eye as six. The position of men who reckon an equal number will be determined by their former seniority.

944. When each season's allowance is expended, a fresh roll calculated from all the totals of the season, will be made out and entered in the Target Practice

Book, after the usual return of the expenditure of the last five rounds. The division of this roll into three will determine, not only what class a man belongs to, but where he stands in that class; the ten last, for instance, being considered the ten worst shots, and the required alterations ^{will be} at once made in the Squad books. At the conclusion of each season's practice, the names of those who have proved themselves the best shots in each Company during that season's practice, will be inserted in Orders. After the autumnal practice is all over (if the same man is not at the head of the roll on both occasions), five rounds will be served out to the two of each Company so named in Orders, that, at an hour appointed by the Commanding Officer (all the Color Sergeants being present), they may contend at a target, placed, when it is practicable, exactly 100 yards distant, for the distinction of being considered the best shot in his Company for the year, and of wearing the Company's silver medal. Every hit will reckon as explained above; and the usual returns will be sent to the Orderly Room, that the successful candidate may be named in Orders. All who are privileged to wear the silver medal will afterwards be assembled in a similar manner, to determine who is to be regarded as the best shot of the Regiment, and have the honor of wearing the Regimental gold medal. The man so distinguished will not at the same time possess the Company's silver medal; the silver medal will therefore devolve on the *second* best shot in that Company. Any one retaining either medal for three successive years, will possess it permanently, and another medal will be procured. *(See Appendix)*

945. After every season's practice those who have shewn themselves the ten worst shots in each Company, will be practised for an hour daily, for seven days, to take aim from the traversing rest. *(See 489.)*

946. The Adjutant will regulate this practice so that it shall not interfere with any other parades, and as far as practicable, so that each Company may have the use of the rest for an hour daily. The hours for the different Companies will be inserted in Orders.

947. The iron rim of the target frame has generally a sharp edge on one side: the front of the target shall be made on that side, otherwise it will quickly be destroyed.

948. Before the ball practice commences, there shall be a strict inspection of arms (the Armourer attending), and also on the day following such practice, when the men will parade with the locks in their hands. This will prevent wilful injury or improper neglect being passed off as the effect of accident at ball firing. If it be doubtful who ought justly to pay for any damage that may at any time occur (*see 52*), the question will be referred for the opinion of a board of enquiry. No time shall subsequently be lost in repairing such arms, that the necessary payment may be made.

949. When either ball or blank practice ammunition is served out to the men, Officers commanding Companies are requested to be extremely particular in seeing that the service ammunition is carefully removed from the pouches (to be temporarily locked up in the arm chest), before the practice is served out. On the return of the party, before the men are dismissed, they will be searched, that all ammunition not expended may be given into store. The ramrods of all firelocks shall be sprung, and every pains taken to ascertain that no one has

evaded dirtying his firelock at a field day, on the pretence that the piece would not go off.

950. No man shall be allowed, on account of any imagined facility of loading, to place his ammunition elsewhere than in his pouch, from which it will be drawn a round at a time, as required.

951. A piece of cork, or other light substance, tightly wedged into the compartment of the tin in which the service ammunition is carried, will secure it from shaking about, and the powder from separating from the balls. The ammunition will be tied up in paper, with two serviceable flints on the top; and on each package the owner's name and Regimental number shall be written. When ten rounds are carried, they shall be placed in the division of the tin next the bayonet. When thirty rounds are carried, twenty shall be placed in the left, and ten in the centre division, with some light substance to keep the latter firm. When sixty rounds are carried, twenty shall be placed in each compartment of the tin.

952. When guards have sentries who always mount loaded, the Quarter-Master will, on a requisition, furnish the necessary ammunition, that the service ammunition in possession of the men may remain untouched.

953. All service ammunition shall be inspected once each day, and the men shall be charged for any that is damaged or broken through carelessness, and replace it immediately. With due care and attention on the part of the Officers and men, the ammunition will be safely carried for many years. On the other hand they have no other thing in charge which is so perishable, or which rough usage so soon renders unserviceable.

Recruiting Parties.

954. Officers commanding Companies will recommend for a recruiting party, only smart, intelligent, unmarried men, of good character, who are not in debt, and whose kits are in the highest order. In the recommendation, the county from which the soldier comes will be named, for good men ought to possess more influence, and be more useful, where they are known, than elsewhere. None but Roman Catholics will be sent to recruit in the south of Ireland.

955. The following ten memoranda will be read and explained to each recruiting party before it marches from the Barracks, by the Adjutant, who will see that the Non-commissioned Officer in charge takes a copy with him, generally written out by himself, and that he is furnished with regular Beating Orders. They will be read once a month, by the Non-commissioned Officer to the party.

1. Men named for the recruiting service will consider that a great compliment is paid them, as their selection proves that the Commanding Officer believes they will not sully the character of the Regiment by misconduct; nor compromise its interests, by neglecting to procure for their Corps the best recruits.

2. The Monthly Returns will prove exactly what recruits each man obtains during the month. From these, a general list will be made in the Orderly Room, to shew the number and names of the recruits each man obtains annually, and to enable the Commanding Officer to judge of each man's zeal and ability. Recruits rarely *volunteer* to enter a Regiment; they must be sought for diligently and earnestly. Many other recruiting parties are on the watch to secure any lad who may be hesitating whether or not to join the Service. The Non-commissioned Officer in charge of the XXth party is ordered to

report, on the 1st of every month, not only the general conduct of every individual, but particularly to state whether he shows due activity, zeal, and intelligence, in his endeavours to complete the Corps.

3. Besides the loss of their services which the Regiment suffers, considerable expense is incurred by the march from one station to another. If, therefore, through supineness, inefficiency, or any misconduct, a man shall be brought back to Head Quarters, the Commanding Officer will view his offence as one very aggravated. It is far better for a man not to go on the recruiting service, unless he feels confident he can resist the temptations to which his situation exposes him, and unless he feels resolved to exert himself to the utmost to procure good recruits.

4. Having previously obtained the sanction of the Superintending Officer, the party, instead of idling and wasting their time in one town, will attend all the neighbouring fairs and markets.

5. They will never appear out of their billets, unless dressed Regimentally, in the cleanest, smartest manner, with their caps well set on, and their hair properly cut. They will take great pains with their carriage and appearance, and be assured that no slovenly ill-dressed soldier can be successful in recruiting.

6. At Head Quarters men are forbidden to marry without leave; the offence is greater if they do so while they are on the recruiting service. The Non-commissioned Officer is directed instantly to report any man disobeying this Order, that he may be at once relieved.

7. The General Regulations enjoin that, so far as it is practicable, care be taken not to enlist a man of bad character; and the Commanding Officer directs that these instructions be strictly observed.

8. The Commanding Officer, in the most positive manner, prohibits the party from clubbing the money received by enlisting recruits. Every man is entitled to the whole reward which his own exertions procure for him. The men will easily remit any sum of money by a Post Office order, to their relations or to the Captain of their Company, to be placed in the Savings' Bank.

9. The Non-commissioned Officer in charge will watch over the conduct of every individual of his party; allow no debts to be contracted; repress everything likely to prove injurious to its character, or detrimental to its interests; and it is his imperative duty impartially to report those whom he finds useless, that they may be exchanged.

10. He will select some day every week (not a market day), for parading the men under him in marching order, minutely inspect their kits, and see that they are kept complete in necessaries of the Regulation quality; and he will certify that he has so done in his Monthly Report.

956. In the Monthly Report (Form 36), the Non-commissioned Officer will show the name of each man, and that of the recruits whom he has engaged, with each man's signature annexed, and an acknowledgment that he personally received the whole of the seventeen shillings and sixpence to which he is individually entitled (besides the attesting shilling repaid by the Superintending Officer), for each recruit obtained, agreeably to the 4th Memorandum in the General Orders, of the 23rd of July, 1839. The Report will also point out what fairs and markets the party attended during the month. The Non-commissioned Officer in charge will pay liberally any one unconnected with the party who brings a recruit for enlistment. N.B.—The individual who enlists a recruit raised at Head Quarters, is entitled to the same reward of seventeen shillings and sixpence. (*See Addenda*)

Detachments.

957. An Officer commanding a Detachment is answerable for its conduct, appearance, and efficiency, from the moment it marches from the Regimental Barracks.

958. All the Standing Orders respecting the interior economy, cleanliness, parades, and drills, will be regularly enforced, and the Officer will feel a pain in not allowing relaxed habits to creep in anywhere; scrupulously following everything, as far as practicable, the routine pursued at Head Quarters.

959. The men will understand that they are never beyond the jurisdiction of Courts-Martial, nor out of the reach of punishment, for minor breaches of discipline. If any serious affray unfortunately occur between the civilians and soldiers, an immediate report of the circumstances shall be made to the Commanding Officer, and the spirit of the instructions in (417) attended to.

960. No intelligent Officer will, ever plead, as an excuse for neglecting to drill his Detachment, the want of adequate ground. An active Officer will obtain it by right or permission, and the least zealous can always use the road.

961. The Relieving Officer will, on the receipt which he gives to his predecessor for the documents and Orders connected with the post, make a memorandum of the state in which he finds them; and he will retain a copy of the receipt; for he will be required to hand them over in the same order to his successor (taking his acknowledgment for them), together with any General Order that may arrive whilst he is in command.

962. As soon as he arrives at his destination, he will send to the Post Office for letters, and lose no time in entering into contracts for provisions, and make himself acquainted with the roads in his neighbourhood, and with the residences of the civil authorities.

963. If the Detachment is commanded by a Regimental Major, an Officer will be selected to do the combined duties of Adjutant and Quarter-Master.

964. When a Company is detached by itself, one Non-commissioned Officer daily for the Orderly duty may be sufficient; but when two or more Companies are detached together, a Barrack Orderly Sergeant will also be appointed weekly, as at Head Quarters.

965. An Officer commanding a Detachment is not entitled to an Orderly unless he is a Regimental Field Officer.

966. Few cases will arise, in which a Detachment cannot find, in England, accommodation at the parish church, if one part attend in the morning, and the other in the evening. If such an arrangement be impracticable, the Commanding Officer will be furnished with the return named in the 81st page of the Explanatory Directions from the War Office, and be informed of the circumstances, that he may judge whether it may be expedient to apply for an allowance for a separate service.

967. When the performance of extra service is authorised, if the troops from any cause, are unable to attend on any Sunday, timely notice shall be sent to the officiating Clergyman.

968. Great attention shall be paid to the sick men, and the Clergymen shall be requested to visit those who are very ill. When there is no Assistant-Surgeon with a Detachment, the Officer commanding it will see that the necessary arrangements are promptly made, through the Surgeon of the Regiment, for proper medical attendance.

969. When arrangements make it practicable, a School shall be established

The Orderly Room may, perhaps, be used for a few hours daily, as a School-room. The permission named in (249) can generally be granted ~~for most days during the week.~~

970. The men shall be informed that they have the same facilities as at Head Quarters, for remitting money to their friends, or to the Savings' Bank.

971. Four days after a Detachment arrives at its destination (five, if a Sunday intervenes), the following Report will be forwarded by its Commander :—

1. The rooms and Barrack furniture were regularly received over on
2. In each room there is the complement of furniture and utensils allowed by Regulations; and a schedule of the articles belonging to it, all of which I have ascertained, by personal observation, to be in good order.
3. Every Non-commissioned Officer, drummer, and private, and every woman entitled to be in Barracks, had a separate bed for their individual use on the day they arrived (*or, as the case may be*).
4. On _____, I caused such orders for each sentry, according to the number of his post, to be put up in the Guard Room, as, after a careful investigation, I considered most judicious.
5. The credit of the Detachment is cried down.
6. I have called on the Protestant and Catholic Ministers to make arrangements about Divine Service, and have explained to them the misery that inevitably attends the marriage of soldiers without the leave of their Commanding Officer.

In this Report, information on the following points shall be given :—

1. A detail of the Orderly and daily duties.
2. A statement of the number which the Barracks are capable of holding.
3. How the Barracks could, in the opinion of the commander of the Detachment, be most easily defended, if attacked by a mob.
4. Whether there is a powder magazine.
5. Whether the buildings are calculated effectually to confine the men to Barracks. (*If they are not, there must be frequent roll calls at uncertain hours during the night.*)
6. What accommodation there is for the sick.
7. What place for target practice.
8. What are the contract prices at which the Detachment can be supplied with provisions.
9. What are the general market prices of the same.
10. The distance of the Barracks from the different neighbouring towns.
11. The names and residences of the officiating Magistrates in the vicinity.
12. The post hours.

972. The Officer placed in command of a Detachment (not the Officer accidentally in charge during the temporary absence of the other) has the same power as the Commanding Officer of the Regiment, to punish offences which are not so aggravated as to require a Court-Martial.

973. When the Detachment is within a day's march, men confined for serious offences shall be forthwith sent into Head Quarters for trial, in charge of an escort composed of those who can give the best evidence respecting the crime. When he is detached to a greater distance, the Officer will minutely detail all the circumstances to the Commanding Officer, that he may apply for route for the escort. When a Non-commissioned Officer is confined, all the circumstances shall be minutely reported by the first post.

974. It is creditable to a Detachment, that its Commander is able to present that there is little crime, but the Officer will not screen faults that ought to be adequately punished and fully reported.

975. When a Non-commissioned Officer in charge of an escort, or on command, or in any similar position, is reported for negligence, he shall name the bearer of the letter representing his misconduct.

976. A pass shall not be granted when there is reason to believe that the party is seeking the indulgence that he may have the opportunity of obtaining; and unless under very urgent circumstances, the Officer in command will not give more than twenty-four hours' leave of absence to any of the Detachment, whether Officers or privates. He will be careful never to absent himself without having previously obtained the permission of his superior who placed him in charge.

977. The following Report, dated on the 1st, will be monthly required of the Officer commanding a Detachment:—

1. During the past month, all the Officers and men, and soldiers' wives and children regularly attended Divine Service.

2. The Medical Practitioner was attentive to his duties.

3. A Minister has attended every man who has been seriously ill.

4. The School was regularly attended (from o'clock to o'clock), on an average by men daily, and by children. The Schoolmaster has been attentive (*or, as the case may be*).

5. The messing and cooking have been good. The instructions for cooking have been hung up in the kitchens.

6. The men sat down properly dressed to their meals.

7. The Orderly duties were punctually performed.

8. All punishment drills were conducted with strict attention.

9. The Articles of War, and Standing Orders for Privates, were read once within the last two months.

10. There are no complaints unredressed, nor claims unsettled.

11. All the Barrack damages charged to the troops for the month preceding the last have been repaired, *excepting*

12. The system of interior economy established in the Regiment has been diligently pursued.

13. The Officers of the Detachment have paid their mess and wine bills to the mess for the month preceding the last, and all the tradesmen who supplied the Mess, are paid with to that date.

14. According to my judgment, no relaxed habits have crept in, *excepting* (*when the case must be fully explained, with the remedies adopted to check it*).

15. I beg leave to transmit (*or, I will transmit by the first free opportunity*) the Reports, Parade States, and Orderly Officers' Reports, for the past month (*the latter when there are as many as three Officers for the duty*).

978. With this Report shall be transmitted—

1. The Return "Form 25," giving the opinion of the Officer commanding the Detachment, as to the diligence and qualifications of each of the Non-commissioned Officers under him. (*See 402.*)

2. A journal of the daily parades, drills, and marches, and of all unusual occurrences (Form 32). The latter will be detailed in the column of Remarks; in which will be inserted the total number of miles (out and in) the Detachment marched, for there will always be a route march, in marching order, at least once a week, for all disposable men. This will generally be on a Monday, that, should the weather prove bad, advantage will be taken of the first following fine day.

3. A return of all Defaulters (Form 27), shewing distinctly, in the columns headed C. D. B. and R. D. B., the offences settled by Captains of Companies, and those recorded in the Regimental Defaulter Book. The names of attached men will be recorded separately (before the others), that the score for each Company may be accurately in the Regimental Orders. In the column of Remarks, all the circumstances that may

induced an unusual award will be fully explained. If the Detachment consists of more than one Company, these returns of Defaulters need not be embodied into one, but the Officer commanding the Detachment will enter any observations he may wish to make, in the column for remark, before he countersigns and forwards such returns.

4. The names of the men who have subjected themselves to forfeiture of pay for being absent from their duty. *This return, even if in blank, must be regularly forwarded by every one commanding even the smallest Detachment.*

5. A return of all Orders and official letters received during the month (Form 31). N.B.—Officers in command of Companies that are detached will make the same reports respecting their Companies, as if they were at Head Quarters.

979. The day after the Detachment is relieved, a similar report shall be forwarded, and the five following remarks added:—

1. The Barrack rooms and kitchen were personally inspected on the morning the party left, by the Officer commanding the Detachment.

2. The rooms, Barrack furniture, and bedding, were delivered over in a clean state.

3. The furniture and utensils delivered over to the Barrack Department, agreed with the number in the Schedule.

4. The Barrack damages to the date of marching out, amounted to ~~(insert)~~ *so much of which is a general charge).*

5. The Standing Orders for the men respecting a march, were read to the Detachment on *(or a day or two preceding the move).*

980. The Officer commanding a Detachment will be careful to prepare a nominal roll of all men on any duty which may entitle them to marching money, or in any way affect their pay. To all escorts with deserters (on home service), he will give the usual printed certificate, properly filled up. He will make extracts from all routes with deserters (Form 54), and he will regularly transmit this roll monthly, even when it is in blank; but routes with sick men, and other parties requiring escorts, shall be copied in full. All requisitions, commitments, &c., from civil authorities, shall also be copied in full; as the roundwork on which to seek (from the Officer commanding the District) a covering route by which to obtain the proper marching money. All these documents, with the printed certificates brought back by deserters' escorts, will be required on the last day of every month by the Paymaster, to be transmitted as vouchers to the War Office, for the correctness of his accounts. A nominal list of men employed on any duty, shall be attached to the authority for the performance of that duty.

981. The Paymaster will, when it is practicable, make arrangements to have orders for money sent to Detachments. When this cannot be arranged, Officers will proceed to Head Quarters for it.

982. If a man on a small Detachment die, his accounts shall be closed, and all his clothing and necessaries, with a list of them, and his arms and accoutrements, shall be sent off to the Head Quarters of his Company. There are, however, occasions when the expense of transmitting the necessaries will be early amount to their value. In such cases, the Officer commanding the Company shall be written to for instructions.

983. Companies will generally be sent on Detachment in rotation; but this by no means an invariable rule, for the selection rests entirely with the commanding Officer. Marrying will not exempt any Officer or Non-commissioned Officer from this, or any other duty. All Officers and Non-commissioned Officers will expect to be detached with their respective Companies.

and Squads. Reliefs, when it is possible, will be so arranged, that the different Companies may in succession serve together.

984. All Detachments, on home service, in half billet stations, will be furnished with the regulations for half billet premises, dated "Ordnance Office, 7th January, 1825." If no copy has been given over by the Officer who has been relieved, it probably might be procured by an application, through the proper channel, to the Major-General of the District.

985. If the party be detached too far from the station of a Barrack Master to admit of fuel, light, or straw being issued in kind, the pecuniary allowances granted by the Warrant of the 20th of March, 1837, will be obtained from the Paymaster, when they are supported by proper documents, of which printed forms can be procured by application to the War Office.

986. When the Officer commanding a Detachment obtains a temporary leave of absence, he will give instructions to the Officer left in charge to open and act on all official letters.

Aid to Civil Power.

987. Aid to Civil Power ought to be given only on an application signed in writing by a Lord-Lieutenant or Deputy Lord-Lieutenant, by a Sheriff or Sub-Sheriff, or by a Magistrate.

988. The parties so called out, can only act when a Magistrate is present, from whom the Officer commanding the party will receive such *general* instructions as the exigencies of the moment may render requisite.

989. On the return of the party, all the attendant circumstances, especially if there has been any affray, will be minutely recorded by the Officer commanding it, whilst they are fresh in his memory.

990. Before the party leaves the Barracks, it will be cautioned to imitate the exemplary conduct of the household troops, and evince the utmost forbearance. But if the necessity arise, the Officer commanding will order a small clearly defined number to fire; and these men will be particularly enjoined to *load low*, and do their duty firmly, and not to throw away their ammunition and create a false impression respecting the efficiency of the troops, which would inevitably lead to great waste of life.

991. All Officers will thoroughly inform themselves of the Orders given in the 225th and three following pages of the General Regulations, respecting the suppression of riots.

XI.—COMPANY'S INTERIOR ARRANGEMENTS.

Squads.

992. The four senior Non-commissioned Officers, exclusive of the Colour Sergeant, who will generally be Pay Sergeant, will each have charge of a Squad, and they will be directly responsible to the superintending Subaltern for its good conduct and cleanliness. The other Non-commissioned Officers doing duty with the Company, will be equally distributed among the four Squads. In telling off the men, comrades will be kept together; and a regulation will be had to size, so that the tallest man may be in No. 1 and 4 Squads, *in which order they will stand on parade; the tallest man being on the right*

ont rank of the Company, the next on the left of the front rank, the next on the right of the rear rank, the next on the left, and so on.

1. Officers commanding Companies will name a man in each Squad, to whom the rest shall always conform, as regards the set of appointments, cut of hair and whiskers, setting up forage caps and shoulder knots, &c. &c. The man of No. 1 Squad will be considered the pattern man of the Company. Whenever any change in dress, &c. is ordered, it will be the duty of the Quartermaster personally to see, subject to the Commanding Officer's approval, that the pattern man of each Company is perfectly correct. Officers commanding Companies then become responsible that the pattern men of their Companies conform to him; and the Subalterns in charge of Squads, that the men conform to the change in the minutest particular. The Commanding Officer will select the pattern men of Companies, at unexpected moments; and if he is satisfied with their appearance, he will feel assured that the Officers commanding Companies take the necessary steps to ensure the dress, &c. &c., of their Companies being exactly similar.

2. All detachments, guards, piquets, and other duties, will be furnished by Companies, and by separating the Squads as little as is practicable. The men will also be together in rooms by Squads. It will rarely happen that they will mess together.

3. The right sub-division, viz. No. 1 and 2 Squads, will be under the senior Subaltern; 3 and 4 under the junior. These Officers, and all the Non-commissioned Officers (acting, as well as full) will be provided with a small Squad according to the ordered Form (No. 65), which they will be able to lead on every parade, and prepared to answer any question that may be put, having any reference to the men of their respective Squads.

4. The Subaltern and Sergeant of each Squad will have a minute inspection once a week, of their men's necessaries, and of every article of equipment, including the cut of hair, &c. They are answerable to the Captain that they are kept in good repair, and that all deficiencies are immediately reported. It is the duty of the Sergeant of the Squad to see that the necessary repairs of stockings and shirts are duly made against the next inspection; and that the required repairs of boots and clothing are directly reported to the Pay Sergeant.

5. The Companies will fall in by Squads for all inspections of necessaries, and the Subalterns and Sergeants may be able to answer for their own men.

6. It will seldom occur that more than four recruits will be posted at one time to a Company. They will be placed in different Squads; and care will be taken to give each lad a steady, well-conducted comrade, to instruct him in his appointments, and in taking care of them. The future welfare of the recruit greatly depends upon the companion selected for him. (See 162.)

7. A steady man will be appointed in each Squad, to cut the men's hair regularly, before muster. He will receive a penny from each individual, but he is not required to cut their hair twice a month in warm weather, without any increase of expense to the men. All whiskers coming too forward or under the eyes must be cut off.

8. The usual channel of communication shall be maintained throughout the Company, the Privates reporting to the Corporals, the Corporals to the Ser-

geants, the Sergeants to the Subalterns, and the Subalterns communicating with the Captains, who refer to the Commanding Officer of the Battalion. Color Sergeants report direct to their Captains. N.B.—On urgent occasions, this strict form will not be observed.

1001. In every situation, during the absence of the Subaltern, the Sergeant commands the Squad; if there be no Sergeant, a Corporal. If no Non-commissioned Officer is present, the oldest Private will consider himself in charge, and see that the other men obey him.

1002. If a drunken or bad character brings discomfort or disgrace upon his Squad, two of the men shall be told off to watch him, as detailed in (38). This may eventually save the Squad much trouble; for it is an invariable order, that when a man is reported absent, a Corporal's party of his Squad shall patrol as a piquet in search of him, till he is found or accounted for, during which period the rest of the Squad and an Officer belonging to it, remain in Barracks as an in-lying piquet. (See 628.) On the return of each party, they will report to the Adjutant the different places to which they have been, and the next party will be sent out.

Posting of Recruits.

1003. After the recruits are finally attested, the Sergeant-Major will direct their hair to be cut. They will be posted according to the relative strength of Companies, the Color Sergeants drawing lots in the Orderly Room for the men. A selection will, however, be previously made by the Officer commanding the Grenadiers, and occasionally by the Officer commanding the Light Company, for the Commanding Officer's confirmation.

1004. As the clothes which recruits bring with them, are to be immediately disposed of, no time will be lost by the Officers commanding Companies in procuring them clothing, and completing their necessaries.

1005. For the first fortnight they will not require their accoutrements; at the end of that time, Officers commanding Companies will take pains in having them properly fitted.

1006. Until they are dismissed from drill, they are under the charge of the Adjutant; and as all their time will be taken up in acquiring a knowledge of their duty, they will not be placed on fatigue, nor be employed in any manner, until they are able to take their regular tour of duty, unless under the circumstances explained in (863).

The Men's Rooms.

1007. The men's rooms shall always be kept in perfect order. They will be visited by the Officers of Companies at uncertain hours. Every article shall have its assigned place. The mess utensils shall be kept clean, and with the plates, bread, &c., on a shelf (when there are no cupboards), separate from anything else.

1008. The brooms, scrubbing brushes, and such like articles, shall be arranged behind the coal box, or such convenient place as the Officer commanding the Company shall point out.

1009. Every man being permitted to possess a haversack (to be hung on the right hand peg), the small things likely to be frequently in use will be kept in

Nearly all the remainder of his things will be kept in his knapsack; little will remain to be put on the bed, and whatever it may be, it shall be neatly folded and placed outside on the top; the trowsers in three folds, showing the seam to the front; over this the red shell or jacket, outside out, and buttons to the front, the mess tin cover out of sight under the trowsers, and the baggage flap over all, with its numbers to the front. The pair of boots not in wear can be fixed between the sheet of iron at the head of the bed and the first bar, or being by the laces across the first thin bar near the head of the bed. The accoutrements will hang from the two pegs on the left of the havemack, the such belt being the undermost.

1010. The arm rack next a man's bed will be considered as belonging to him. When the racks are so distant from the beds that it is doubtful to whom they shall be appropriated, a particular rack will be assigned to each man, on which his name will be pasted. Arms shall never be left in the rooms without being eased in the springs, and without stoppers placed in the muzzles. Careful men will use lock covers. In camp, the accoutrements and firelocks shall be arranged round the pole, that being the driest part of the tent.

1011. Until evening parade, or roll-call, the great coat, knapsack, and straps, shall appear as on last parade. When the great coat is rolled, it shall be strapped on the top of the knapsack. In most Barracks the pack will stand on the shelf, the number to the front, the top part leaning against the wall. The cap will be on the proper left of the pack, with its peak downwards, a little overhanging the shelf; the chain will be wound round the cap.

1012. The beds, when folded as described in (832), shall be brought to within two inches of the front of the bedsteads, to prevent soldiers from disobeying the General Orders by sitting on them. The head of every bedstead shall be six inches from the wall, which will bring all the bedding in a line, and the requisite uniformity will be obtained if attention has been paid to fill all the paillasses with the same quantity of straw *placed crossways*.

1013. The bed of a married woman shall be placed in a corner, and her husband's next to it. If she is permitted to partition off a part of the room, the curtains (which must be so low as not to interfere with good ventilation) shall be removed or drawn aside at the rouse, and not be put up till an hour beforeattoo.

1014. Each man's Regimental number, rank, and name, shall be legibly written on a card (three inches and a half long by two and a half wide), hanging in the front of the bed, by a string passing between the folded blankets. These cards will always be preserved and taken with the Company from one quarter to another, every man being responsible for his own.

1015. The bedding served out to a man is designed for his individual use, until it is exchanged, and he alone is answerable for the expense consequent on being soiled or dirtied. Under no circumstances, therefore, shall recruits sleep in the beds of men on guard. Hair mattresses ~~shall~~ *shall* weigh thirteen pounds of hair, and each holster case two pounds.

1016. When recruits are expected to join late in the day, the requisites shall be drawn by the Quarter-Master from the Barrack Magazine, *the requisites, when requested to* and be issued to the several Companies as soon as they are required.

1017. A soldier shall not have anything in Barracks besides his Regimental kit; but each Non-commissioned Officer, and married man whose wife is allowed to live in Barracks, may keep a box, not exceeding two feet in length, one in depth, and fifteen inches in width. The owner's name shall be distinctly marked on it, and he will have to pay for its carriage on a march. Married Non-commissioned Officers may possess two such boxes. On active service this baggage will never be permitted.

1018. Soldiers are on no account allowed to remove or displace any article of Barrack furniture belonging to the room, except temporarily, for the purpose of airing or cleaning it. The room shall constantly be in possession of all the things enumerated in the Schedule. On taking possession of a room, the Non-commissioned Officer in charge of the Squad will mark with ink, in small characters, beneath every table and form, the letter of his Company, and number of his Squad.

1019. Tradesmen will not work in the sleeping rooms; nor will the washing and drying of clothes be allowed there, or any occupation that tends to prevent cleanliness. When there are cleaning sheds, the brushing of clothes or boots will not be permitted in any of the passages. Smoking is most strictly forbidden in the Barrack rooms. Good ventilation shall be secured. No man shall spit on the floor; and each individual shall remove any stain that may be perceived near his own bedstead.

1020. The seven following documents shall be placed in a conspicuous position in each room. If several rooms be told off to a Company, the documents need only be placed in two of them.

1. A roll of the Non-commissioned Officers, men, women, and children occupying it.
2. The letter of the Company, with the name of the Subaltern Officer superintending the room, and the Non-commissioned Officer in charge of it (to be affixed on the outside of the door).

3. A list of the men of the Company under stoppages for habitual drunkenness (Form 25) made out monthly, as named in No. 3 (855). A man's name will be continued on this list a month after the stoppage has ceased.

4. The names of men who, on being again drunk within a certain time, are liable to be tried for habitual drunkenness, made out as directed in No. 4 (855).

5. A full copy of the Good Conduct Warrant.

6. A nominal list, by Squads, of men of upwards of five years' service, shewing when each man will become entitled to a good conduct stripe, or to an additional stripe, or to restoration of a forfeited stripe if he refrains from immediately committing himself (Form 66).

7. A printed form of a voucher for remitting money, and a scale of interest on deposits in the Savings' Bank, with a calculation of what a man's extra pay for good conduct, if regularly invested, would amount to at the end of twenty-two years' service, and also what would be the accumulation by that period, of a penny a day, so invested, from the date of his enlistment.

1021. The following belong to No. 1 Squad Room:—

1. The Duty Roster (Form 53), copied weekly from the Orderly Sergeant's memorandum book (to be affixed to a board hung behind the door).

2. The original, or a copy of the two last weekly Mess Bills (Form 16), signed by the Officer commanding the Company (this will always be behind the door), as also, when it can be obtained, a list of the prices that the Barrack Master is allowed to charge for all damaged and missing articles.

3. A scale of stores, &c. allowed by Government. (See 462.)

22. The tables and forms shall be at all times perfectly clean and free from grease, but pipeclay shall not be used on the plea of bringing them to a bright color. Friday, after breakfast, will generally be appropriated to a thorough cleaning of the rooms, windows, passages, &c., when the tables, forms, benches, and all utensils of every description, shall be scrubbed as white as the snow of a man-of-war. Barrack rooms shall be wetted as little as possible. If it is requisite, it shall be done immediately after the rouse, that the floors may be properly dry by night. Weather permitting, all the bedding will be laid out on Fridays in the square, by Squads, to dry. Particular attention shall also be paid on those days to the weeding of the Barrack square.

23. While this thorough cleaning is going on, no man will be allowed to enter the Barracks. When the Quarter-Master, from his personal observations, is satisfied that nothing has been neglected, he will inform the Non-commissioned Officer on the gate, that the restriction is withdrawn.

24. To prevent the shadow of an excuse for all things not being perfectly clean, instead of the evening parade there will be a roll call in clean fatigue

25. The following day, the Commanding Officer will usually see the Barrack rooms directly after the morning parade; the Quarter-Master and Sergeant will attend. The men will be marched off to their rooms, when every man will take his station at the centre of his bedstead; the Officers of Companies will be in their respective rooms, ready to receive the Commanding Officer, by saluting him, and calling the men to "Attention." The rooms will, however, be at all times so arranged, that the Commanding Officer may have no occasion to find fault whenever he may choose to inspect them; for he will have no *positively* settled day for visiting them, or the meals, but he will generally see them at least once a week, at some uncertain hour. When he expects the dinners, the last week's mess bill will be shown to him by the Sergeant commanding the Company. The Officers, whose rooms he has visited, will follow him round the other rooms, and attend to any observations which he may judge it advisable to make.

26. If the Commanding Officer intimate his intention of seeing the kits, as soon as he has passed through a room the men will be directed to spread their kit-trunks, as ordered in (1141), at the foot of their respective beds. By the time the Commanding Officer has gone once through the rooms, it is expected that the kits in the first room will be ready for his inspection.

27. No room can be kept constantly clean, unless the Company owns a set of brushes for whitewashing, which shall be used on a Friday, when any of the walls appear dirty.

28. The women of a Company, who wash for the men, will attend to the washing, and cook the dinners, when a general parade may employ all the soldiers.

29. The Non-commissioned Officers will be present at meal times, with the Sergeants of their respective Squads.

Report regarding the Barrack Rooms.

30. Two days after the Company's arrival at a new quarter, whether at a new Barrack or at Head Quarters, the Officer commanding it is requested to send a *comparing Report* to the Commanding Officer.

My Company's rooms have been regularly handed over to me by the Quarter-Master (or,), who showed me the charges against the troops who last quitted the Barracks; and I am satisfied that every damage in my Company's rooms has been properly noticed.

I have personally ascertained that each of my Non-commissioned Officers and men (those in Hospital included), has his separate bedstead and bedding complete.

The women allowed in Barracks have each a bed.

In the appropriation of the several rooms, the different Squads are kept together as much as possible.

There is (or, there is not) a small room for my Pay Sergeant.

I have the complement of furniture and utensils allowed by Regulations, which agree in number with the Schedule. They are in good order, and no articles require changing (or, as the case may be).

I have pointed out where the mess utensils, plates, and bread, are to be kept, distinct one from the other. I have also directed where the mops, scrubbing brushes, &c., are to be kept.

The names of the men are placed on their beds; and the several lists mentioned in (1020) and (1021) are put up according to Order.

My rooms require (or, do not require) whitewashing.

(Signed)

Captain of No.

Company.

Servants.

1031. Officers will select their servants from the Companies to which they themselves belong. They will, in the first instance, obtain the consent of the Captain of the Company, and then the sanction of the Commanding Officer, which may be applied for either verbally or in writing.

1032. Unless under very particular circumstances, no man shall be taken as a servant who has not been three years in the Regiment, and the selection shall be made from the shortest men. A man married without leave is not eligible.

1033. An Officer will not retain as a servant any man likely to prove a useful Non-commissioned Officer.

1034. Permanent fatigue men are strictly forbidden; nor shall a soldier under any pretence, be retained longer than a week on fatigue.

1035. Servants will mess with their Companies, unless they are married without leave, or their masters have obtained the Commanding Officer's sanction to a departure from this rule. No Officer will make the application, unless he is persuaded that his servant will be as comfortably dieted as he would be with his Company's mess. Servants, who are single men, will sleep in the Barrack rooms of their respective Companies, unless their masters can accommodate them in the same building with themselves. If any servant, when the Regiment moves, give up his room in a dirty state, he will pay for its cleaning, and not be allowed for the future to sleep away from his Squad.

1036. A servant, once discharged for improper conduct, or leaving his master without cause, shall not be employed again in that capacity, unless under peculiar circumstances, to be minutely detailed to the Commanding Officer.

1037. When an Officer parts with a servant or bad man, he will send the reasons, in writing, to the Commanding Officer, to be entered by the Adjutant in the memorandum book respecting servants; in which, also, will be inserted the name of every new servant, and the date on which he is taken into service.

1038. If a man has been two months acting as servant, or in any Regimental employ, he will on his dismissal, attend drill daily for an hour, during the days, or longer, if he shall not be by that time qualified to join the ranks.

1039. Servants, and men selected for any Regimental employment, are as much on duty in the discharge of their several occupations, as if in the ranks, and are equally bound to obey the orders of those who employ them.

1040. They will not omit to salute an Officer because they may be dressed in livery.

1041. The General Regulations, as an indulgence, permit every Officer to have a servant from the ranks, and direct that he give one shilling and sixpence per week as wages. It is requested that strict attention be paid to this Order. If any Officer is found deviating from it, his servant will be sent back to the ranks; but it is confidently believed, that a duty so unpleasant will never be imposed on the Commanding Officer.

1042. A soldier who declines being a servant to one Officer, will not be allowed to act in that capacity to another.

1043. Servants will mount all guards and piquets with their masters.

1044. One day in every week, generally Tuesday, will be named, on which all the servants and men regimentally employed, will be drilled by themselves for one hour. If great attention be not paid to this hour's instruction, more time will be required of them, lest slovenly habits be acquired whilst they are absent from their duty. If Tuesday prove wet, advantage will be taken of the first fine day following.

1045. It will be sufficient, that once a week they show their necessities to the Non-commissioned Officers of their Squad.

1046. While they are in livery, they will not wear the cloth trowsers, unless the red stripe is removed. Servants will be always cleanly dressed, either as civilians or soldiers. A cockade will be worn in the livery hat. Every servant of an Officer attending mess will be dressed in the Regimental livery.

1047. The servants of Officers on a temporary leave, exceeding forty-eight hours, will attend all parades and roll calls, but when their masters are on permanent leave, they will fall into the ranks and take their regular duty. If, however, the family of a married Officer remain with the Regiment, the servant will attend upon them as usual.

1048. All servants will regularly be present at the first and third medical inspection in every month.

1049. All servants will attend in their Company's Barrack rooms at tattoo, to answer their names; and they will not be allowed out of Barracks after that hour, unless with a pass signed by their respective masters, in which the expected hour of their return will be named. So soon as they come back, they will personally report themselves to the Sergeant of the Guard.

1050. To avoid inaccuracies in accounts, and to prevent servants being tempted to contract debts in their masters' names, Officers are requested, on every occasion, to send a written order for any article which they may require from the mess man, or from any tradesman.

Married Men.

1051. It is the duty of all Officers to use their utmost endeavours to dissuade the men from forming improvident and unauthorised marriages, which can only tend to their great discomfort, and to the wretchedness of their wives and children.

1052. A man, who may be permitted to sleep out of Barracks, will always have his lodgings clean and healthy. He will never permit gambling, drinking, or any other kind of irregularity; and be always prepared to show his rooms at uncertain hours to an Officer of his Company, and to his Pay or Color Sergeant.

1053. He will answer his name in his Squad Room at tattoo, and not be seen out of his lodgings after it; and he will be in every respect as regular and clean, as if the indulgence of residing out of Barracks had not been granted to him.

1054. He will not appear without his side belt in the streets, nor be slovenly dressed, under the plea of being close to his lodging.

1055. Every married man will be responsible for the conduct of his wife and children, that they comply with all Barrack Regulations, and bring no liquor to soldiers.

1056. Officers commanding Companies, when they apply for any married man to reside out of Barracks, will distinctly state, in their written application, where the man proposes to lodge, and his motive for preferring the request. The applications will be preserved in the Orderly Room; and no man will change his lodgings without permission. At every change of the Regiment's quarters, fresh applications will be submitted.

1057. On a march, married men have no claim to a billet for their wives. When it is practicable, some arrangement will be made for the women of the Regiment to move together, separate from the baggage or the column. Women married without leave will not be permitted to accompany the line of march, or the baggage.

Women.

1058. Accommodation in Barracks, and rations when abroad, are not given to a woman without the expectation that she will perform certain duties in return. If she behave discredibly, or not make herself, by her industry, useful to the Company, or not comply cheerfully with all Regimental Regulations, she is liable to forfeit all the advantages of a recognised married woman. The Captain of her Company will deprive her of her washing, and recommend the Commanding Officer to turn her out of Barracks, and stop the rations allowed her on foreign stations.

1059. The comfort of the men greatly depends upon the women being able to wash well; the women, therefore, will be required to do the washing themselves. Captains of Companies are requested to take the washing from any woman found hiring another to do this duty, unless under temporary circumstances of sickness, which shall have been *previously* explained.

1060. The plea of women and children being ignorant of Barrack Regulations will never be admitted, and their general character will soon be known, for the Adjutant has been requested to keep a register of their names, and in the column of Remarks to insert anything that may appear either discreditable to any woman, or particularly deserving of praise.

1061. The Board of Ordnance have decided that no woman can claim accommodation in Barracks as a right, but may receive it when it does not *interfere with the comfort of the men.*

1062. The corner of the Barrack room assigned to a married woman, and her bedding, shall be kept in perfect order. She shall be tidy in her own person; and take care that her children are clean, respectably dressed, and well conducted, sent punctually to School, and ready on Sunday for the Schoolmaster Sergeant to take them to Church or Chapel. The women will not fail themselves to attend Divine Service regularly. The Adjutant is requested every Monday morning to send a return of the women who have been present, explaining the cause of any unavoidable absence, according to Form 20.

1063. The women in Barracks will look after the rooms, and cook the dinners of the Company to which they belong, whenever a general parade may employ all the men. If they are in a Barrack room when an Officer enters it, they will stand up, and discontinue, whilst he is present, the employment in which they were engaged.

1064. If the occasion require it, the women of the Regiment, and the children at the girls' school, will make up all the men's shirts, and knit all their socks.

1065. The comfort of the men is, by military law, the first consideration of the Officers; and if any women create disturbance by quarrelling together, or interrupt the harmony of a Company by circulating malicious reports, the party with whom the annoyance originated, will be at once removed from Barracks. If this party be not discovered, all the women concerned are liable to be turned out.

1066. Any recognised married women, detected in conniving at clandestine marriages, will be turned out of Barracks.

1067. Every woman will remove to lodgings outside the Barracks, at least a week before her confinement.

Washing, and distribution of.

1068. Women obliged, from scarcity of room in Barracks, to hire lodgings, (which will be done by rotation every four months,) shall have five additional men's washing. Women with families shall receive for each child three men's washing. The remainder of the washing shall be equally distributed. If in making the division, there is a man's washing over and above, it shall be given to the woman whom the Commanding Officer of the Company may, from any circumstances, consider most deserving of it.

1069. Women lodging outside, will, for the sake of security, wash and dry the soldier's linen in the Barrack square; and the value of any articles lost, whilst in a woman's charge, will be stopped from her washing money.

1070. No drying of clothes or linen will be permitted in any of the Barrack rooms.

1071. Officers commanding Companies are particularly requested, if on examining their Companies' necessaries they have to find fault with the washing of any woman, to give her only half the usual money for the week, and to pay the other half to the men whose things have been improperly washed. The women will be instructed to fold all the shirts of a Company alike, so that there may be a uniformity in the manner in which the owner's names are shown when the kits are laid out.

1072. All clothes shall be brought from the wash on Saturday and Wednesday evenings.

when other happens to be very few women.

1073. A return of the distribution of washing (Form 39) for the preceding month, will be required from Companies on the 6th of each month, or, if that day falls on a Sunday, on the 7th. The number of days during the month, being the exact number of days during which he was in mess, (servants will be sometimes an exception,) and for which washing is stopped from each man, will be entered in a column of the Pay Sheet. The total value will agree with the amount paid to the women, who will sometimes gain by a man's going into Hospital, sometimes lose, but will find no difference on the average of the whole Company.

1074. The Sergeant-Major, Quarter-Master-Sergeant, and Color Sergeants' wives, are considered to be in too respectable a position to wish for washing.

1075. The price of washing, and the articles to be washed, will vary in different climates and circumstances. At present the charge is three farthings daily; for which a man is entitled to have washed weekly, two shirts, two pairs of socks, two towels, and one flannel band (when such are in wear); also a frock once a fortnight. The men will always wash their own trowsers. If this is unavoidably done for a continuance in salt water, they will be of a coarser texture than is usually worn.

Messing.

1076. The more comfortably a man is messed, the more contented he will naturally feel; the better will be his health, and the more value will he attach to his position. His sitting down respectably to a well cooked, decently appointed meal, will not prevent his being enabled to rough it when the occasion may demand it.

1077. Every man will be provided with a white basin and plate, on which his Regimental number can easily be scratched with a flint. The meals will be served hot, and all the messing utensils applied to the purpose for which they were designed, and no other.

1078. The men shall be allowed an hour for their dinners, and three quarters for their other meals, unless greater haste is required. They shall not be turned out for drill duty, or any other regular Regimental employment, before the expiration of that time.

1079. When Government allows wine and spirits, it will be drunk at the dinner hour.

1080. Excepting the recognised married men, no one will be out of mess, unless with the express sanction of the Commanding Officer.

1081. The Officer commanding the Company will see that the money set apart for the diet of a man, to whom the Commanding Officer may have granted permission to be out of mess, is not given to the man, but expended in bread and milk, as detailed in (826).

1082. In most Barracks, the men will take their meals together by Squads. If the tables are kept as clean as they ought to be, there can be no advantage in table cloths.

1083. When rations are not served out, the bread and meat will generally be provided by contract, unless it is found, from their being no competition, more advisable to trust to the markets. Tea or coffee will then be provided

or breakfast, at the expense of the men; and as the latter article will generally be preferred, and is the most economical, tenders, with samples of coffee and sugar, will be obtained in the mode laid down in (1095).

1084. On an average, the following proportions will be found to answer for each man in mess; *viz.*, half an ounce of coffee, one ounce of sugar, one fifth of a pint of milk, one ounce of meal, and two pounds and a half of potatoes. Every pains must be taken to ensure the men good supplies at the most economical rate.

1085. That every man may be perfectly satisfied how his money is expended, when the several contracts have been completed (whether with the Government or the Regiment), the names of the parties supplying the troops, and their terms, will be inserted in Orders, much in the following manner:—

The Board, held on the day of 18 , consisting of Major , Captain , and , considered the following tenders the most advantageous for the men, and the usual contracts have therefore been entered into with

Thomas Atkins, for bread, at $4\frac{3}{4}d.$ the four pound loaf;

Thomas Watts, for meat, at $5\frac{1}{10}d.$ the pound (beef five times a week, and mutton twice);

Henry Hills, 32, High Street, for coffee, at $1s. 4d.$ per pound (unroasted);

Thomas Tibbs, for sugar, at $6d.$ per pound;

The same, for salt, at $2s.$ per bushel of 50 pounds;

The same, for meal, at $2d.$ per pound;

William Tomkins, for potatoes, at $4d.$ per stone.

Daily cost of Government rations, consisting of one pound of bread, and three quarters of a pound of meat, $5\frac{1}{8}d.$

1086. To prevent the youngest soldier being puzzled with his accounts, the fractional parts named in the contract for bread and meat, will be added to fractional parts in messing, so that the total may be even money, never at a smaller denomination than a farthing. A statement (as below) will be put in Regimental Orders every month, shewing the amount of rations and messing, both separately and collectively, for any number of days. Suppose the Government rations to be $5\frac{1}{8}d.$, the messing might be made $2\frac{3}{8}d.$, amounting altogether to the even money of $7\frac{1}{4}d.$ If to this three farthings daily were added for washing, the whole stoppage from each man's pay would be eightpence.

No. of Days.	Rations.	Messing.	Rations and Messing.	Washing.	Rations, Messing, and Washing.
1	£ s. d. 0 0 $5\frac{1}{8}$	£ s. d. 0 0 $2\frac{3}{8}$	£ s. d. 0 0 $7\frac{1}{4}$	£ s. d. 0 0 $0\frac{3}{4}$	£ s. d. 0 0 8
2	0 0 $10\frac{1}{8}$	0 0 $4\frac{3}{4}$	0 1 $2\frac{1}{2}$	0 0 $1\frac{1}{2}$	0 1 4
3	0 1 $3\frac{1}{8}$	0 0 $6\frac{3}{8}$	0 1 $9\frac{3}{8}$	0 0 $2\frac{1}{4}$	0 2 0
4	0 1 $8\frac{2}{8}$	0 0 $8\frac{10}{8}$	0 2 5	0 0 3	0 2 8
5	0 2 $1\frac{2}{8}$	0 0 $11\frac{7}{8}$	0 3 $0\frac{1}{4}$	0 0 $3\frac{3}{4}$	0 3 4

* When the fractions are completed.

1087. The amount stopped for rations will be paid to Government to the Paymaster. The sum stopped for messing, will be weekly credited to mess account, for the purchase of coffee, sugar, milk, &c. The stoppage washing will be given to the women who wash for the individuals from whom it is stopped. If a previous debt, or any other circumstance, render an additional charge for messing advisable in any Company, it will be as explained in (1100).

1088. When calculation has been made of the coffee, sugar, milk requisite in messes of upwards of fifty men, no increase of such provision be obtained on account of any number of men less than five, who may join the mess. The proportions named in (1084) will slightly vary, according to circumstances and the relative price of articles; but the principal of messes few accidentally extra men, on the quantities purchased for a fixed number will always be adhered to, as while it amply provides for every man in the mess it saves the trouble of perhaps daily alterations in the quantities to be provided and ensures a trifling but steady gain to the mess fund.

1089. To secure uniformity among the Companies, and to enable Orderlies and every man to ascertain, by a glance of the eye, the exact quantities of the several articles that ought daily to be purchased for each number on scale, according to the following form, will be put in Orders, whenever an alteration may be considered advisable. It will shew whether the stoppage for messing is in a judicious proportion to the necessary disbursements.

Daily Expenses of a Mess of 60 to 64 Men, both inclusive.

	£	s.	d.	£
30 ounces of Coffee, at 1s. 4d. per lb.	0	2	6	
60 ditto Sugar, at 6d. ditto	0	1	10½	
12 pints of Milk, at 4d. per quart	0	2	0	
60 ounces of Meal, at 2d. per lb.	0	0	7½	
150 lbs. of Potatoes, at 4d. per stone	0	3	6½	
Herbs (for Soup)	0	0	6	
3 lbs. of Salt, at 2s. per bushel of 50 lbs.	0	0	0½	
	£0	11	1	£0 11 1
By 60 Men, at 27d. ¹²⁵				
				0 11

From 65 to 69 Men, both inclusive.

	£	s.	d.	£
32½ ounces of Coffee, at 1s. 4d. per lb.	0	2	8½	
65 ditto Sugar, at 6d. ditto	0	2	0½	
13 pints of Milk, at 4d. per quart	0	2	2	
65 ounces of Meal, at 2d. per lb.	0	0	8½	
162½ lbs. of Potatoes, at 4d. per stone	0	3	10½	
Herbs (for Soup)	0	0	6	
3 lbs. of Salt, at 2s. per bushel of 50 lbs.	0	0	0½	
	£0	11	11½	£0 11 11½
By 65 Men, at 27d. ¹²⁵				
				0 11

N.B.—The Mess will gain whenever the side may exceed the other, besides the gain on any extra men in mess above 65 and below 70.

If any inaccuracy be discovered in the Scale, Officers commanding Companies will calculate their accounts on a corrected scale, until they shall be brought the subject to the notice of the Commanding Officer, and then shall have been rectified in subsequent Orders.

1090. It is the duty of the Company's Orderly Sergeant to make a memorandum of the exact quantities to be drawn; and of the Orderly Corporal to see them accurately weighed in the presence of at least one of the Orderly men, and some other men, as mentioned in (604). ~~Three~~^{Two} witnesses will sign the Daily Mess Account. (See 580.)

1091. All receipts for milk, and small articles not furnished by contract, will be taken in duplicate. Articles furnished by contract will be paid for by the Quarter-Master.

1092. Every man shall be informed that the rations are solely his own property, for his own individual use, but he shall not sell them. What he cannot consume himself shall benefit the general mess.

1093 A copy of the last week's Mess Bill (Form 16), signed by the Officer commanding the Company, will always be affixed, every Monday, behind the door of No. 1 Squad. The mess bill of the preceding week will also be left there; and if a man considers any part of the account incorrect, he will, after very careful examination (accompanied by a Non-commissioned Officer), report the subject to the Officer commanding the Company, and the Officer will immediately enquire most particularly into the matter. The weekly mess bills will always be preserved until they have been submitted at a half-yearly inspection of the Regiment. They will always prove the correctness of the ration return.

1094. The allowance of Government fuel usually varies according to the season. In many instances, it will be arranged, with management, that the surplus of one period shall be retained to meet the deficiency of another, and save the expense of purchasing what may be required to cook the suppers.

Tenders for furnishing Provisions and Board.

1095. Six days before the last of the month, the Quarter-Master will cause proposals for Tenders to be put up in the market place, and conspicuous parts of the town.

1096.

Form of Proposal.

Persons wishing to supply the XXth Regiment stationed in Barracks, with any of the following articles, viz., bread, meat, coffee, brown sugar, meal, potatoes, salt, and pepper, are requested to send sealed tenders, naming the lowest price for immediate payment, addressed to the "President of the Board of Messing," on or before 12 o'clock, on the (two days before the last of the month), when the tenders will be opened. On an average there will be required daily—

lbs. of bread,	lbs. of meat,	lbs. of coffee,	lbs. of sugar,
lbs. of meal,	lbs. of potatoes,	lbs. of salt,	lbs. of pepper.

The bread and meat must be brought up every morning by . The bread is required of the best quality, in loaves of four pounds each, and a few of one pound to facilitate distribution. The meat to be very prime ox or heifer beef (five times a week), six inches being taken off the shank or neck; the other two days good mutton. The other articles will be called for daily at the shops of the contractors. The supplies on Sundays will be taken on Saturdays. The Quarter-Master of the Regiment will pay the contractors once or twice a month, as they think convenient; and, on application, will give any information that may be required. Samples of the coffee and sugar will be required.

(Signed)

(Date,)

Quarter-Master,

Battalion XXth Regiment.

1097. In colonies, where contractors may not readily offer to furnish the required supplies in small quantities, it may be found advantageous to the soldiers to receive tenders for a quarterly, instead of a monthly supply; and for the Quarter-Master to take the trouble to have them issued to the Companies daily.

Opening of Tenders.

1098. At the hour named in Orders, the tenders will be opened by the Board, consisting of the Officer second in command, the Captain on Orderly duty, and the Quarter-Master. The Pay Sergeants, and at least one man of each Company, will attend.

1099. The proceedings of the Board will be regularly drawn up; and as the tenders are opened, the names of the several parties will be taken down, with their respective proposals, and the Board will then recommend to the Commanding Officer, as contractors, those individuals whom they consider, under all circumstances, best calculated to give satisfaction to the Regiment. As a general principle, the lowest tenders will be accepted; but there are circumstances that may sometimes induce a Board to recommend a departure from this rule. If two parties name the same prices, the person who last had the contract will obtain the preference, provided both had previously performed their contract equally well.

1100. The same Board, having obtained what information they may require from the Pay Sergeants of Companies, who will bring their last weekly mess bills, to shew the debts and credits of the different messes, will regulate the amount of messing for the ensuing month. It is desirable that each Company have four cooking frocks, and four caps, made of unbleached linen, to be paid for out of the mess fund; and if any extra charge be necessary for these, or for anything strictly for the use of the Mess, on the matter being explained to the satisfaction of the Board, they will recommend (for the Commanding Officer's approval) that a named daily *extra* stoppage be made from such Company, stating in the proceedings the reasons that lead to this proposal.

1101. The Board are requested also to recommend in what the *extra* messing for the Drunkards' Mess for the following month shall consist.

Cancelled by R.O. 19th Nov^r 1844
Drunkards' Mess.

1102. Agreeably to Orders issued by the Lieutenant General Commanding in Ireland, every drunken character will be subsisted at the full rate of messing of four shillings and eleven pence halfpenny per week, for his breakfast and dinner, including his washing.

1103. Those men who on next being drunk, within a specified time, subject themselves to be brought to trial for habitual drunkenness, are liable to be once placed in the Drunkards' Mess, until that time being passed, their name disappear from the list hung in the Barrack rooms. (See 1020.)

1104. When the Commanding Officer, as a punishment, orders a man to be messed at the full rate, a memorandum to that effect will be sent by the Officer of his Company to the Quarter-Master, that the latter may issue any *extra bread and meat, &c.* required. On the 3rd of each month, he will send in

the Orderly Room a return (Form 28), particularising the men, by Companies who have been ordered to be thus messed.

1105. These men usually have their meals cooked with their Companies. If there be a separate Drunkards' Mess, and an Orderly fatigue man be required to attend it, or to cook, he will be furnished by the Company having most in the mess. Where two or more Companies are alike in this respect, reference will be made to the number of such defaulters in these Companies the preceding month.

1106. When a separate mess is established, the beds of those, who besides being in the Drunkards' Mess, are confined to Barracks, will be taken to the room in which the men are messed, and in Barracks without a good surrounding wall they will not be allowed to quit the room, except for exercise, and to attend parades, duties, &c. Besides the Non-commissioned Officers in charge, some trusty good old soldiers will sleep there. The following instructions for men confined to Barracks, and placed in the Drunkards' separate mess, will always be hung up in the room, as well as a return of what money its occupants have already lost by past convictions for habitual drunkenness (Form 29); and a calculation of what a temperate man's good conduct pay alone would amount to at the end of twenty-two years' service, if regularly invested in the Savings' Bank.

1. The Drunkards' separate mess is established, not so much as a punishment for the incorrigible, as with the view of assisting those (without bringing them to the disgrace of a Court-Martial) who are anxious to overcome a vicious propensity, which is gradually becoming a confirmed habit.

2. The men will fall in with their Companies on every parade, attending in the same order as the rest of the Battalion. When the Battalion is equalised for drill, they will be retained in the ranks of their respective Companies. They will be regularly marched from and to the room, where they will be dismissed.

3. Where there is no good wall surrounding the Barracks, they will remain in the room, except when they are on duty on parade, or allowed out for an hour, the hour in cold weather being assigned to a drill, with folded coat without pack.

4. They will never be permitted to smoke in the room, which will be kept in the best order. They are forbidden to enter the canteen, or to drink spirits, wine, or malt liquor, but allowed, if they wish it, to purchase extra catables.

5. If there is no separate cooking for them, their meals will be punctually sent to them from their respective Companies, or from the Company to which they are attached.

6. Gambling is nowhere permitted, much less in their room. They will write and read, having what books they please, in the usual manner, from the Regimental and Garrison Libraries. Visitors will not be admitted; nor is any obstreperous noise allowed.

7. Their necessities will be examined daily. They are ordered to have their full kits with them; if, therefore, there is any single article absent, for which the owner cannot assign a satisfactory reason, that day's confinement to Barracks will not reckon towards his release.

8. Whenever any one of them obtains leave to go out, he will be accompanied by the Non-commissioned Officer, or some man in whom confidence can be placed.

9. Very orderly behaviour, and the evidence of contrition, and probable amendment, may possibly induce the Commanding Officer to consent to an abridgment of the time at first awarded, on a representation of the mitigating circumstances, made by the Adjutant, the Officer specially in charge, and to whom the Non-commissioned Officer makes all reports.

10. If a man is guilty of an irregularity, the facts shall be reported immediately to the Adjutant.

Cancelled.

~~11. If a man has any complaint to make, he has daily the power of stating it to the Orderly Officer: he has frequently the opportunity of doing so to the Commanding Officer when he visits the room; and further, he can make his representation at every half-yearly inspection; and he is earnestly advised not to give any other proof of his dissatisfaction, for a disobedience of a positive Order (even though it might have been improperly issued) amounts to insubordination, for the inevitable consequences of which he will have to blame no one but himself.~~

~~12. Let the habitual drunkard sometimes consider that he forfeits his beer money, and often a portion of his daily pay; that depriving himself of the good conduct badges to which he would otherwise be entitled, he sacrifices that which, if invested regularly in the Savings' Bank, would ensure him, at the end of his service, a considerable sum of money, and a comfortable pension, which were otherwise certain; that he disgraces himself, destroys his health, character, and happiness, is suffering constant punishment here, and ensuring the eternal ruin of both his body and soul.~~

Sergeants' Mess.

1107. If no improper expense is incurred, the Commanding Officer is anxious that the Non-commissioned Officers' Mess be made as comfortable as possible: he will, therefore, willingly take into consideration any suggestion with respect to it which they may submit to him, through the Adjutant.

1108. All the unmarried Sergeants will belong to the mess. It is not imperative on the Lance Sergeants to join it, but they are recommended to avail themselves of its advantages.

1109. Unless with the express concurrence of the Commanding Officer, there will be no mess man; but the Committee (consisting of a president and two members, appointed quarterly according to rule) will, with the assistance of a Caterer, appointed monthly, make every necessary purchase for the mess, keep the accounts, pay all bills, and be answerable for all debts.

1110. The Caterer, when the Sergeants have four nights in bed, will be exempted from every duty, and from nearly all the parades, that nothing may prevent his being answerable for the whole of his mess utensils. He shall have no power to act on his own discretion, but he shall be under the direction of the Committee.

1111. Liquors will be provided for the use of the Non-commissioned Officers, with the express stipulation that none is issued to be drunk out of the Mess room, unless to a married Non-commissioned Officer, with the full understanding that it is to be used solely by himself, or his immediate family. It is confidently expected that no Sergeant will disgrace himself by drinking in the canteen, or in low public houses.

1112. The Caterer will not issue any liquor without the expressed sanction of the Committee. For every gallon from the cask that may be consumed, half a pint will be allowed him for waste and spillage.

1113. The profits accruing from the sale of liquors will be credited to the Mess fund, to diminish the general charges.

1114. The mess will be allowed a cook, and, when there are seven members present, an Orderly man. These men will be messed free of all expense to themselves. The fund will find them a fatigue dress (*necessary to save their clothing*). They will pay the regulated price of any damages which they may commit by careless breakage.

1115. The Pay Sergeants will give to the Committee (or to the Caterer, if the Committee direct it), on the 2nd of each month, an advance for the Sergeants of their respective Companies who may be in the mess.

1116. No party shall be given at the mess without permission previously obtained from the Commanding Officer.

1117. The breakfasts will be a quarter of an hour, the dinners half an hour later than the men's, and no one will commence before the time.

1118. A small book of Mess Regulations will be drawn up, and closely adhered to. It will be submitted, from time to time, for the Commanding Officer's perusal; and the Adjutant's signature will be obtained to any alteration.

1119. Two members will preside regularly at table as President and Vice-President: they will not permit any improper conversation, or any irregularity that shall compromise the high character of the Non-commissioned Officers of the Regiment. If any one admitted into their society shall prove himself unwelcome and unworthy, the Lieutenant-Colonel will rid them of such a companion, on the matter being properly represented to him, and substantiated. If there be (at any moment of the twenty-four hours) and indecorous language, or impropriety of behaviour, or any discussion unpleasantly reflecting on the religion, country, or opinions of any person present, the senior Non-commissioned Officer in the room is imperatively bound to put an immediate stop to such conversation, even though he be compelled to place one or more of the parties in arrest.

1120. The Adjutant is requested to pay particular attention to the mess. He will frequently examine the Mess Account Book, and ascertain that it is kept in a clear methodical manner; every sum expended and received being distinctly and separately entered.

1121. On the last day of each month the Caterer will have all the mess utensils arranged for the examination of the Committee; and the inventory, with remarks as to the state of the different articles, shall, directly after the inspection, be sent to the Sergeant-Major.

1122. By the 6th (if that falls on Sunday, the 7th) of each month, the accounts for the preceding month will be taken to the Orderly Room, for the Commanding Officer's information, accompanied by the return (Form 38), which will also invariably be sent to the Orderly Room on the Regiment removing from any quarter. On the second Tuesday of every month there will be a general meeting of the whole of the Sergeants present off duty, when the accounts of the preceding month will be read over.

1123. No fire or light will be kept in after tattoo, and nothing will be served out after the regulated hour. Any expense attendant on the carriage of mess articles will be considered as a general charge to the members.

Necessaries. (See also 42, &c.)

1124. A soldier will at all times be kept complete in necessaries, equal in quality to the sealed pattern, unless under peculiar circumstances the Commanding Officer permit a man extremely in debt, from his own misconduct, to have only a change of linen, till by the closest stoppages he shall have nearly discharged the debt he owes the Officer commanding the Company, and during such period he will be confined to Barracks without drill.

1125. Non-commissioned Officers are positively prohibited, by the General Regulations, from being the venders, whether directly or indirectly, of necessaries to the men. As an aid to enforce the strictest adherence to the spirit and letter of such Orders, any soldier is hereby authorised in objecting to receive any article which he can shew to have been procured through a Non-commissioned Officer; and the Officers commanding Companies who have not prevented such a deviation from Orders, will be responsible for the expense of such article.

1126. No soldier is at liberty to purchase any articles for his kit, unless the Officer commanding the Company is previously satisfied that they are equal in quality and durability to the sealed patterns; and if Officers commanding Companies permit the introduction of inferior articles, they subject themselves to the pecuniary loss of replacing such things with articles conformable to General Orders. (See 46.)

1127. The Quarter-Master will always have by him, as a reference, the pattern set of necessaries that were selected (from the specimens submitted) and sealed by the last Board assembled to determine which of the competing tradesmen ought to be preferred to furnish the future supplies for the Regiment.

1128. Before necessaries are issued, they shall be submitted by the Quarter-Master to the Monthly Board. (See 1271.) The Board will examine and compare the articles with the patterns sealed by the Board assembled on the 11th of June, 1842 (if not superseded by one of later date), and which recommended Mr. Dolan's firm, in preference to many competitors, to serve the Regiment whilst abroad. If they approve of the fresh supply, and think the tradesman has adhered to his agreement, guided by the invoice and the different bills produced, (in shewing all the expense incurred for carriage, &c. ~~being included~~,) after adding three per cent., as required in the 24th Article of the Clothing Warrant, they will determine the lowest price at which the articles can be issued to the men, and the details will be notified in Orders.

1129. That the necessaries may always be of the best description, and procured at the lowest rate, a Committee (consisting of the Captains of Companies, with, if practicable, a Field Officer as President) will be assembled, when the present arrangement ceases to give satisfaction, and write to different tradesmen, desiring them to send sealed patterns of a complete kit, with the prices of each article, directed to the President of the Committee on Necessaries, and explaining that orders will be impartially given for future supplies to the party who seems most likely to give general satisfaction, and that the money will be punctually remitted without any drawback, and the samples forwarded either be paid for, or returned free of carriage.

1130. The Form 60 will be adhered to when Officers commanding Companies make requisitions for necessaries (agreeably to the 4th Clause of the Circular from the War Office, of the 11th of July, 1842).

1131. At the end of March, and every succeeding quarter, the Monthly Board will inspect the necessaries in store, agreeably to the 5th Clause of the same Circular.

Marking Necessaries.

1132. Every article shall be impressed with the Regimental stamp before it is delivered from the Regimental stores; and boots shall be branded with the Regimental number of the man for whom they are intended.

1133. All articles of a man's kit, shall be marked according to the instructions given in the 144th page of the General Regulations. They shall be marked with permanent ink, in perpendicular capital letters, three-sixteenths of an inch high according to the following form, no flourishes or ornaments being allowed:—

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1134. In some climates, black oil paint will mark necessities more effectually than ink. If it be used, it shall be well dried in.

1135. Every shirt shall be marked on the left breast in a line with and near the bottom of the opening; the white trowsers on the waistband, where the fob would be if a watch was worn on the left side; and both articles shall have the date of delivery marked on them. Towels shall be marked near the centre, save-alls in the centre of their pockets, socks with the double X, and the man's Regimental number in black paint types, an inch in height; caps (both forage and chaco) in white paint, with the Regimental number of the man on the inside of the crown. Cloth trowsers shall be similarly marked on the inside near the fob, below the waistband.

1136. Boots shall be minutely inspected one week after they have been issued, by every Officer commanding a Company, who will ascertain that they have been worn, and properly branded with the Regimental number of the owner.

1137. Every article bought by a man at the sale of a soldier's kit, shall be marked with the purchaser's name.

1138. In July 1841, the Lieutenant-General commanding in Ireland, obtained the sanction of the General Commanding in Chief, to the charge for the marking of a recruit's kit being limited to one shilling, and that no more than one halfpenny should be charged for each article subsequently marked; but as in the colonies the cost of marking ink greatly varies, the price which the Board on Necessaries consider equitable will always appear in Orders.

1139. For re-marking, the word "Re-marking" will be inserted in the Ledger.

1140. At times, as a punishment for selling necessities, and to render the articles less saleable, though equally efficient for service, they will be issued (by the sanction of the Commanding Officer) with the name of the owner marked all over them; and on a repetition of the offence, a shirt, half white, half coloured, may be made up for the man.

1141. *Necessaries laid out for inspection on Parade.*

1. No extension of files permitted; arms piled, or laid down if the ground is dry; knapsacks taken off; straps of mess tins loosened; knapsacks placed flat on the ground, flaps uppermost; great coats furthest; all aligning from the pivot flank.

2. Flaps of each knapsack thrown back, resting on the great coat and part of the mess tin.

3. Shell jacket (forage cap on the top of it) close to the knapsack, on the side next the owner's feet.

4. On the mess tin (which stands on its own cover), the button stick, sponge, and soap.

5. The three brushes in front of the mess tin, hair upwards; cloth brush on the right, blacking brush in the centre.

6. Hold-all (properly clean, containing seven articles) spread open on the outer part of the flap, the tape being to the right.

7. Right boot on the left of the mess tin, left boot on the right, soles upwards.

8. Blacking box on the boot to the right; the lid on the boot to the left.

9. Two shirts, shewing the marks, and folded four-fold, lying flat on the part of the flap next the knapsack.

10. Ledger, on the line of contact of the two shirts. *Back card on it*

11. A pair of socks hung over each side of the knapsack, each separate sock being once doubled, so that the toe part is brought close to the mark, causing both to be visible.

12. Two pairs of white trousers at the bottom of the knapsack, so folded that the marks may be seen near the centre of the pack.

13. Two towels (folded about ten inches in length and three in breadth), one on each corner of the knapsack, partly lying under the trousers.

14. The gloves or mitts between the towels.

15. The flannel bands, when there are any, leaning against the side next the man, then times folded.

16. If cloth trousers are produced, placed on the shell jacket under the cap.

1142. When necessaries are inspected in a Barrack room, they will be opened out, exactly in the same manner, on the floor, at the foot of each man's bed, the owner standing at the left of the bed, his feet aligning with the feet of the bedstead.

1143.

Knapsack packed.

1. Cloth trousers (when in the knapsack) spread flat at the bottom.

2. A pair of white trousers on each side of the knapsack (waistband near the man).

3. Two shirts in the centre, between the trousers.

4. A pair of socks spread over each pair of trousers.

5. A boot on each pair of socks, bottom upwards (toe near the man).

6. A pair of gloves folded under the toe of each boot.

7. Hold-all close to the man, between the boots.

8. Towels, brushes, button stick, sponge, and blacking, in the centre.

9. Shell jacket on the top.

Paying a Company.

1144. The pay will be drawn weekly (twice a month, if Officers commanding Companies prefer the risk) from the Paymaster, according to an estimate calculated on the strength of the Company, but the probable expense of bread and meat, Hospital stoppages, and Quarter-Master's charges, being deducted.

1145. The Monthly Pay List, completed in every particular, will be sent to the Paymaster's Office on the morning of the day following the muster.

1146. When rations are not issued, the Quarter-Master's charges for bread and meat will be made out on the last of the month, that the Paymaster may stop the money in the Abstract.

1147. The form of Pay Sheet (No. 33) will always be attended to; and, in accordance with General Orders, the pay will be issued in daily equal payments. To ensure constant attention to the Order, every Officer of a Company is required to

once a week at least, and personally see that the men are paid the sums entered opposite to their respective names. As a constant evidence of compliance with the Order, he will sign his name at the head of the sheet for that day on the Pay Sheet, and state the hour at which the pay commenced and ceased, under his own superintendence. The Officers going to a Company will attend on different days, and each Captain will endeavor to time arrange when his Subalterns are to be present, taking care that the Pay Sergeant receives no previous intimation of the intended visit. A day will be appointed for the pay being issued.

Whether on or off duty, every man will, as far as is practicable, be ready.

The Order for the men to be paid daily will not deprive men of the pleasure of leaving money in the hands of their Captains, to accumulate, with the view of its being from time to time transmitted to their friends, or placed in their private Bank.

No pay shall be given in advance to Non-commissioned Officers and Privates, unless they be going away on duty, or on furlough. As an indulgence, however, to men, servants, and men out of mess, may, at the discretion of the commanding the Company, receive their pay, weekly, in arrears; the Non-commissioned Officers twice a month, in arrears.

The accumulated balance of men discharged from Hospital, or rejoined after furlough, and the sums due to soldiers for any kind of work performed, shall be issued in daily double payments.

No money shall ever be given to a man that is not instantly entered on the daily Pay Sheet. No erasures shall be made without a note explaining. No man be brought to a Court-Martial for refusing to sign his accounts, unless the Pay Sergeant may be required to swear to the correctness of the entries in the Pay Sheet.

If an Officer is not present to sign the Pay Sheet, as an evidence of the moral correctness of that day's entries, some Non-commissioned Officer, or the Pay Sergeant, shall sign it.

The Pay Sheets shall not be destroyed till six months after their date, unless an inspection of the Regiment has taken place.

The advance to men going on furlough is eightpence per day; to Privates a shilling; greater advances are not sanctioned by Regulations, and are given entirely at the risk of the Officer.

Officers commanding Companies advance what money is required by their men going on escort duty, and to all those who are to return to their Companies. The Paymaster gives an advance to parties who are not to return to the Regiment. The proper stoppages for men in confinement, are made under the head of Prisoners. (See 820 and 826.) Pay can always be advanced for the very day on which a man becomes non-effective.

The Officer commanding a Company will carefully and constantly keep the list of his men by Squads (Form 66), who if continuing to conduct themselves well, will within the specified period, become entitled to good conduct badges, whether with or without pay, that not a day may be lost in sending to the Orderly Room the application of each claimant, specifying his

length of service, and shewing the date of his last offence recorded in the Regimental Defaulter Book.

1158. The Officers commanding Companies will forward the subsistence of any of their men who are in confinement, to the Gaoler in whose custody they are, a month in advance, and obtain from him a receipt for the money.

1159. The Secretary at War has decided, that a man under forfeiture of any portion of his pay for a specified period, shall not reckon towards the curtailment of such forfeiture, those temporary absences during which his pay is altogether stopped: and forfeiture of good conduct pay shall take place from and on the date on which the soldier's name is recorded in the Defaulter Book.

Company's Books.

1160. The Officer commanding each Company is answerable that the following books are always producible, and that the required entries are punctually and strictly made agreeably to Orders.

- | | |
|--------------------|-------------------------------------|
| 1. Ledger. | 5. Target Practice Book. |
| 2. Day Book. | 6. Mutiny Act, and Articles of War. |
| 3. Defaulter Book. | 7. Regimental Standing Orders. |
| 4. Order Book. | |

The six first-named belong to his Company, and he is responsible that the Subalterns and Non-commissioned Officers have those which they are directed to keep in their possession.

Ledger.

1161. For the sake of uniformity, the accounts in the Ledger will always be kept according to Form 30, the last debt being the first entry, rations and messing the second; Hospital stoppages the third; daily pay the fourth; washing the fifth; washing of sheets, hair cutting, barrack damages, and subsequently all other charges, separately stated, with their dates taken from the memorandum book. The cash deposited in the Savings' Bank will be the last entry. To save space, two or possibly more articles may be entered in one line, but the separate price of each must be shewn. (See 1172.)

1162. That the accounts may be closed without unnecessary delay, entries will from time to time be made in the Ledger during the month, much in the manner explained in second part of Form 30. It will take but little time at the end of the month to put in the required figures.

1163. No stoppage of the pay of men punished for absence shall be entered against a man's accounts, until the Company is charged with it in the Monthly Abstract, or until it appears in Regimental Orders, which last is the Paymaster's authority for the deduction.

1164. The bills and receipts for every article charged against a man shall always be producible as a voucher for the correctness of the entries, and shall accompany the Ledger, when the books are monthly examined in the Order Room; and, at the same time, receipted bills for the milk and herbs shall accompany the last week's mess bill.

1165. Money given to men out of mess is termed "Subsistence," and may be issued weekly. Any man making an improper use of this money shall be replaced in mess.

6. The accounts will be closed as soon as possible after the last of the month, and the Acquittance Roll (Form 21), with the Monthly Report from the Officer commanding the Company, will be sent to the Orderly Room (to be kept there) not later than the 6th (or the 7th, if a Sunday intervenes). Delay is an indulgence not considered necessary by the Secretary at War, and in very many situations will not be conceded. If the Officer paying the accounts may be absent on duty, the next off duty will explain the accounts to each man separately, who will then, in the presence of the Officer, sign the Ledger and the Acquittance Roll; the former as an acknowledgment that the accounts are correct, the latter as an acknowledgment that the soldier has received the pay he is stated (or is satisfied with the evidence of its retention), or that the charges entered against him is correct, and that the month's accounts are finally settled. As the men are settled with, the required entries will be made in the small ledgers, and be regularly signed, and then be returned to the Officer, to be retained in their possession. When they sign the Ledger, and then they receive their daily pay, the men shall have their caps off, and the Officer will take that opportunity of particularly observing whether their caps are properly cut.

7. If there be a debt or credit, the soldier will sign to it. If there is neither a debt nor a credit, he will sign on the right hand side. The Officer always signs on the side opposite to the man.

8. The signature of a witness, who shall not be the Captain or the Paymaster of the Company, is required, when a man who cannot write makes his entry.

The witness's signature will be close to the mark.

9. As men in Hospital can receive no balances, they will not sign the Acquittance Roll, but the word "Hospital," will be entered in lieu of their signatures. If they are sufficiently well, their accounts will be explained to them, and they will sign the Ledger; but before they do, if there be a credit, they shall set that credit carried over to the following month's account: all credits, indeed, not paid, will be brought down to the next month's account, in the same manner as the debts, the explanation "Unpaid last month," being attached to the credit. If any account remain unsigned in the Ledger, the explanation of the omission shall be given on the right hand side, such as "On furlough," "In hospital," "In gaol," or "Deserted." They shall be duly signed on the man's rejoining.

10. The Companies' Ledgers are public documents, to which it may be necessary to refer years after an entry is made; they will, therefore, not be removed until ~~five~~ years after the date of the last entry.

11. In whatever document a man's name appears, his Regimental number shall be inserted. When he is taken off the strength of the Company, the date at which he becomes non-effective, and the cause, will also be stated in the Muster, Day Book, and Defaulter Book. These Books will also be indexed; and when a man's name is transferred from one part of the book to another, at the end of his page the remark shall be made, "Carried ~~from~~ page —," and the beginning of that page will commence with the observation "Brought over from page —."

Day Book, or Memorandum Book.

1172. A separate page (or two) will be devoted to each man. Every article of necessaries under his name will be put down as he wants them; and, as they are delivered to him, the date of the issue. The Squad inspection report of kits (see 165) will facilitate the making up of the Day Book. If the Pay Sergeant be unexpectedly called on to pay any money on a soldier's account, this will be immediately entered in the Day Book; for it is supposed that with this book, the Pay Sheet, the weekly Mess Bills, the Armourer's, Master Tailor's, and Master Shoemaker's Bills, he will be enabled to make up the Ledger. In the latter bills, the names of the different men are separately entered against whom the several charges are to be made; but only the total amount is shewn in the Company's Abstract of the necessaries drawn: great care, therefore, is required to keep the Day Book correctly. The amount of Hospital stoppages will be deducted in the Abstract, and the pay forfeited by men absenting themselves without leave, will be stated in it; and the amount will agree with the sum previously mentioned in the Regimental Orders.

1173. The memorandum book, which can hardly be too small, will be taken to every inspection of necessaries by the Pay Sergeant.

1174. When men who have been detached return to their Companies, the details of the necessaries which they may have received during absence, will be carefully transcribed (with the date of issue) into their own Company's memorandum book, as the Ledger of their Company will not give such information.

Accounts.

1175. Accounts between the Pay Sergeants and the men are positively forbidden; their existence would prove a temptation to the Sergeant to wrong the soldier; whereas, in all money transactions between the Captain and the men, the Sergeant ought to be so placed as to be strictly impartial. The Captain will not advance too much money at a time, his Pay Sergeant not being his banker, but his clerk. It will be satisfactory to both parties, if each sum as advanced for the subsistence of the Company, be immediately entered in a small book, the Pay Sergeant by his signature acknowledging its receipt.

1176. The Paymaster will be furnished with a Pay List on the morning of the day following the muster, that he may give the Companies their Abstracts by the following fourth, at furthest.

1177. Officers commanding Companies will keep the general charge of Barrack damages, which always give great dissatisfaction, as low as possible. They will be careful that an intelligent Officer is always present whenever the Barrack Master goes round, and that every pains are used to find out the person who has committed any damage.

1178. The men shall not be placed under greater stoppages than one shilling and sixpence per week for necessaries, (independently of the sixpence halfpenny that may be advanced to obtain articles for cleaning appointments and clothing); but this will not prevent their voluntarily placing themselves under larger stoppages, if they, of their own accord, are anxious to free themselves from a debt. When it is expected that a man will soon require expensive necessaries, he will be placed under small stoppages (according to the

price of the article) during the month preceding its issue, that he may not suddenly be thrown greatly in debt.

1179. It is optional with the Officers paying Companies to keep a Monthly Proof Return (Form 34), but it may be found satisfactory to all concerned. The totals will agree, if the accounts have been made up right. If the creditor side exceed the debtor, the Captain will owe the difference to one or more; possibly some article may have been twice charged to a man, or some account may be incorrectly added up. If the debtor side is greater than the credit side, the Captain is suffering an improper loss; perhaps all the articles charged by the Quarter-Master have not been entered against the men. It will be observed that no notice is taken in the Form of any expenses for which the Officer commanding the Company is liable. It is believed that the accounts will be simplified if that Officer quarterly credit himself with his contingent, and keep a separate account of the disbursements, in the manner detailed in Form 26. There will thus be no intermixture of any kind of account with the Company's. The contingent allowance is granted to cover accidental injuries to arms and accoutrements; possible losses incurred by keeping men complete in necessities who are much in debt; to supply books, stationery, &c. &c.

Attached Men, and their Accounts.

1180. The pay of men temporarily attached to a Company will be drawn for the whole of the following month by the Company to which on muster day they are attached. If subsistence for any period of the said month be subsequently issued to these men by any other Company, a repayment will be made by the Company that drew their pay. Whatever Company estimates for a man, the same will pay him.

1181. The names of attached men will be entered at the bottom of the Pay List of the Company to which they are attached, and not embodied in alphabetical order with the men of the Company.

Detached Men, and their Accounts.

1182. The Officer in charge of detached men will carefully keep their accounts in the usual manner, in some part of his Company's Ledger, that at any future period, after rejoining their own Companies, a reference, if necessary, may be made to such accounts.

1183. When men are detached, the Officer commanding their Company will hand over to the Officer receiving charge of them—1st, A clear statement of their accounts, signed by the men, shewing the period to which each has been paid, and the nature of any claim remaining unsettled; 2ndly, A certificate, that they are complete in necessities, or a list of the existing deficiencies, with an explanation of the cause; 3rdly, Verified copies of the entries against their names in the Company's Defaulter Book for the last two years, as well as of all preceding offences of great magnitude; 4thly, A return of the date of issue of any necessities within the last twelve months; 5thly, If any of the men are under stoppages for habitual drunkenness, a memorandum, shewing to what period such extends, and of any punishment (for any offences) of drill, confinement to Barracks, &c. yet unexpired. Similar extracts will be required when

the men rejoin their Companies, and all offences committed whilst they are detached, will be copied into their own Company's Defaulter Book. If there are no extracts, this will be certified, or blank forms sent in, duly signed.

1184. An Officer, unless under urgent circumstances, will avoid detaching such men of his Company as are heavily in debt, nor shall the Officer receiving men allow them to incur much debt. An Officer detaching men will not demand immediate payment of more than ten shillings on account of any man's debt, nor will he be obliged to pay more than that sum for each, when he receives back his men.

1185. When the stoppages from the soldier shall have repaid the Officer receiving him the ten shillings that had been advanced, all subsequent stoppages will be regularly remitted (till the debt is discharged) to the Officer who permitted the soldier to incur such an unusual debt.

1186. The same rules for paying debts apply to permanent transfers of men from one Company to another; and the documents named in (1183) will accompany them, as well as a list of their ages, services, &c., as described in the Register Book.

The Soldier's Account Book.

1187. The soldier's account book will always be in his own possession; and too much care cannot be taken in making the required entries, which, by the General Regulations, are to be inserted under the inspection of the Officer commanding the Company. (See 1166.) When a book is obtained for a man, there shall be inserted—

1. An account of his enlistment, and a description of his person.
2. A specification of the appropriation of his bounty, with a detailed list of the necessaries furnished out of it, shewing the price of each separate article.
3. His Regimental number and usual signature, which, at all times, is preferable to a mark, let him write ever so badly.
4. His nearest of kin, being the party, should the soldier die, to whom his Pay Sergeant shall immediately write, mentioning every circumstance likely to prove interesting.

Subsequently, as the occasion may arise, shall be inserted—

1. The detail of the yearly clothing, directly it is served out, with the soldier's signature thereto, as an acknowledgment of his having received it.
2. Every advance of pay that may be given to him on his going on furlough.
3. Every stoppage of pay by the sentence of Court-Martial, as well as entries respecting promotions and reductions; these made in the handwriting of the Officer commanding the Company.
4. If he marry, the required particulars (whether with or without leave).
5. The names, &c. of all legitimate children.
6. A detail of his services abroad.
7. An account of the wounds received in action, and of all distinguished acts of bravery, which will constantly remain an honorable memorial of his character and conduct.
8. The cause and date of his becoming non-effective.

1188. When his account book is properly made up after his decease, it will be delivered to his legal representative, if he be with the Regiment; if not, it will be transmitted by the Paymaster, with the returns mentioned in (1199) to the Secretary at War, by whom it will be forwarded to the man's relatives. The small ledger of Pay Sergeants shall be as correctly kept as those of other men.

1189. The ledgers of deserters shall be kept with the Companies to which they belong.

1190. Recruits obtain ledgers from Government free of expense; and Officers commanding Companies will carefully ascertain, before they issue them, that they describe the provisions of the warrant under which the recruits enlisted; but if a man loses his ledger, he will pay sixpence to have it replaced.

1191. Applications will be made by Officers commanding Companies for men's ledgers, or the second part of them, *viz.* the Settlement Sheets (which are calculated to last five years, and cost the soldier but three-halfpence), at a period sufficiently early to allow of the Paymaster's obtaining the required supply from the War Office. All applications for complete books will be accompanied by a statement of the warrant under which the men requiring them enlisted.

The Company's Defaulter Book.

1192. In the Circular from the Horse Guards, dated 12th June, 1839, it is stated—"The Troop or Company Defaulter Book is to be kept by the Captain or other Officer commanding the Troop or Company, by whom alone is every entry to be made therein." By the same instructions it appears that all offences, of every shade or denomination, which the soldier shall commit, are to be reported and distinctly recorded, whatever the punishment may have been. This cannot imply that unsteadiness in the ranks, or being accidentally dirty, or a minute or two late for a parade, is to be regarded as an offence to be recorded. The book will therefore be made up on the principle explained in (382) and (387). The awards of all Courts-Martial will be concisely entered (care being taken that the dates of the crimes are recorded, not the dates of the sentences), as well as the offences for which the Commanding Officer, and Officers commanding Companies, assign punishment.

1193. Every punishment which the Commanding Officer awards will at once be entered in the Company Defaulter Book, by the Officer commanding it, before he leaves the Orderly Room.

1194. When the Commanding Officer sees reason, from previous good character or other cause, either to pardon a serious crime, or to award such punishment as only subjects the offence to be recorded in the Company's Defaulter Book, care will be taken that the ground for his lenient dealing is duly stated in the column of Remarks. Every crime which is distinctly proved, although it may be wholly forgiven by the Commanding Officer, will yet be entered in the Company's Defaulter Book (but not add to its monthly score).

1195. On the 1st of January, and every succeeding quarter, Officers commanding Companies will send a Return (even if in blank) to the Commanding Officer (much like Form 13), of the men of their respective Companies who have had the same kind of offences (specifying exactly their nature, &c.) recorded three times against them in the Company's Defaulter Book within the preceding three months, that the Commanding Officer may judge of the expediency of directing one of them to be transcribed into the Regimental Defaulter Book, where it will be explained, under the column for Remarks, why the entry is taken from the Company's Defaulter Book.

1196. If a man is brought into a Company from another, his crimes for the last two years will be transcribed from his last Company's Defaulter Book, into the Defaulter Book of the Company receiving him, as well as all preceding offences of great magnitude.

The Target Practice Book.

1197. The Target Practice Book will be carefully kept, according to the instructions given in (943) and (944).

Deceased Soldiers, and Deserters.

1198. According to the 129th and following Articles of War, all the effects of a deceased soldier, or a deserter, will be immediately secured, and an inventory of them forthwith taken in the presence of the Officer commanding the Company, and two other Officers. If there be, by any chance, a deficiency in the necessaries, the cause of the deficiency will be ascertained and fully explained.

1199. The effects will be sold within a month, with the exception named in (1203) to the best advantage, by public auction, not confined to the Company. One of the soldiers will act as auctioneer, under instructions from the Pay Sergeant. The certificate required by the Board of Excise will be forwarded as detailed in the War Office Circular of the 28th of December, 1836. After the Regimental debts are paid, the three following (generally printed) documents are required, each in duplicate, by the Paymaster, one to be transmitted to the Secretary at War, the other to be retained in the Office:—

1. An inventory of the man's effects (taken as soon after his decease as practicable), signed by the Officer commanding the Company, and two other commissioned Officers, who have to certify that they carefully inspected the effects.

2. The particulars of the sale of the effects, signed by the Officer commanding the Company, who has to certify that he attended the sale.

3. A statement of the accounts, also signed by the Officer commanding the Company, who will certify that it is correct in every particular, and agrees in every respect with the deceased's accounts in the Ledger.

1200. As the credit of a deceased soldier is paid to his legal representative, the Color Sergeant will at once write to him (or her), stating the amount of the balance, and the mode of applying for it. The credit of a deserter is to be paid to the public, as well as of every soldier delivered up as an apprentice, or convicted of felony by the civil power.

1201. The following are the instructions from the War Office, for the distribution of the personal property of a soldier dying intestate. If any man wish his property to be disposed of after his decease in a different manner, he will not fail to make a will, and, to prevent disputes, have his signature witnessed by two persons. If he make a will whilst he is in Hospital, the Medical Officer must sign it.

Claimants.

Precedency of Claimants to such Property.	CIRCUMSTANCES OF CLAIM.	Proportion to which Claimants are entitled.	
Widow .	{ If there be any legitimate child or children by the widow, or any former wife	{ One-third.	In general it will not be prudent or safe to pay to the widow more than one third, until opportunity is given for ascertaining correctly that there is no child left at home by any former wife.
	{ If there be no such child or children	{ One-half.	
Child or Children .	{ If there be no widow . . .	{ The whole.	If more than one child, each child to have an equal share.
	{ If there be a widow . . .	{ Two-thirds.	
Father .	{ If there be neither widow nor legitimate child or children	{ The whole.	
	{ If there be a widow, but no child	{ One-half.	

N.B. If any of the above-mentioned claimants be present with the Regiment at the time of the death of the intestate soldier, the proportion due to the said claimant or claimants respectively, may be paid at once, and the residue only, if any is to be accounted for, to the Secretary at War; but if no such claimants be present, the whole property is to be so accounted for, that necessary steps may be taken at the War Office, for the legal distribution thereof amongst the next of kin, or other representative of the deceased.

1202. The necessary instructions respecting the wills of soldiers are given in the 215th paragraph of the Explanatory Directions from the War Office on Finance matters.

1203. The effects of deserters (~~223~~) need not be sold until immediately before the quarterly period for making up the Regimental Pay List, in which the value of these effects is to be credited. The Paymaster is not required to transmit these statements until after a man has been twenty-one days absent; therefore, however late in the quarter the desertion may take place, that period will be allowed to elapse before the effects are sold.

1204. If a deserter be recovered before his kit is put up to auction, the Commanding Officer will use his discretion whether he return him any of the articles or not. If the Officer commanding the Company wish them, or any of them, to be restored, he will make the necessary application to the Commanding Officer.

1205. In addition to the usual description return of deserters, one will be forwarded to the police sub-inspector of the county to which the soldier is supposed to have absconded.

1206. Deserters will appear on their trial in the clothes in which they were apprehended and brought back.

1207. The funeral arrangements for a deceased comrade will be made with the utmost decency, but with no unnecessary extravagance. The grave will be dug by the Company to which he belonged or was attached. No other expense will be incurred than for the coffin. (See 463.) The corpse will be interred in a clean shirt and trowsers; if these are nearly new, for the sake of economy, a clean calico shroud may be substituted. When a soldier dies under such unusual circumstances, as in civil life would cause an inquest to be held on his body, the necessary notice will at once be sent to the coroner.

Discharged Men.

1208. No party is ever authorised to receive the money for the purchase of a man's discharge, until the necessary sanction from the Horse Guards, or, on a foreign station, from the Officer in command, has been officially obtained.

1209. Men, who have applied to purchase their discharges, and have been directed to pay in the usual compensation, are cautioned that they are soldiers to the very moment at which they receive their parchment certificate, and that the Commanding Officer will not feel himself justified in giving it to them on the day on which they would otherwise be entitled to it, if their conduct be exceptionable in the mean time.

1210. Discharged or invalided men are permitted, with the concurrence of the Officer commanding the Company, to take with them from the Regiment, the Bibles and Prayer Books that may have been issued to them by Government.

1211. A copy of the Horse Guards' Circular, of the 29th September, 1838, and the War Office Instructions, of the 1st May, 1839, shall be laid before every board convened to verify and record the services, &c. of all men to be discharged or invalided.

1212. When men are sent home, either to be discharged or attached to the Dépôt, or otherwise become non-effective, care shall be taken that the instructions in the 413th paragraph of the Explanatory Directions from the War Office be fully complied with.

Transferred Men.

1213. Applications for transfers to another Regiment, and all of a similar nature, are preferred through the Officer commanding the Company.

1214. Transfers from one Company to another will take place on the 1st of each month, and generally at the beginning of a quarter. The returns to be sent with them are named in (1186). The class of shots to which they belonged will also be mentioned, as in their new Company they will be placed at the bottom of that class. They will take all their clothing with them, but not their great coats, arms, accoutrements, or ammunition; cap ornaments, wings, and appointments, &c., designed for the flank Companies, will remain with those Companies.

1215. When men are transferred from the Regiment, the Adjutant will see that there is sent to their new Corps, besides the documents named in the 1830 page of the General Regulations, their attestation; their original records, forming part of the Regimental register; the page of the Defaulters' Book, in which their names appear; and, if they have been tried and convicted, verified extracts from the Courts-Martial Book, of the charges, with their respective sentences. Receipts for all these will be requested; and when they have been obtained, receipts for the two first named shall be posted into the books, and supply the place of the original documents. The same documents shall be forwarded with all men transferred from one Battalion to the other, with exception of the attestations, and the original records.

Barrack Damages.

1216. Every one shall endeavour to keep the charges for damages in Barracks as low as possible.

1217. The monthly damages will always appear in Orders (according to Form 24), after the distribution has been examined into and signed by the Monthly Board, and is approved of by the Commanding Officer.

1218. Officers commanding Companies will add the amount of their respective rooms together, and divide the sum equally among the men *of the Company*.

1219. The charge for each room will be apportioned equally among the Non-commissioned Officers and men of the room (whether belonging to the Company or attached to it), unless it can be proved to the satisfaction of the Officer commanding the Squad, that the damage was committed by a particular individual, when it will be debited to his separate account, besides his just share of the general charges. Great care will be taken that the total of the several sums do not, through fractional divisions, exceed what is named in Regimental Orders.

1220. The men of the room immediately above are responsible for the injuries done to the ceiling below, from their bedsteads being let down too heavily.

1221. Damages in a passage or staircase, will be charged against the rooms to which they lead, unless the person who occasioned the mischief can be pointed out.

1222. Damages of pumps, &c. may occasionally occur in the square, which will be charged to the Regiment in general, unless the offending party is discovered; but every charge will be distinctly defined in Orders, and nothing will be entered in a soldier's accounts but what is fully explained to him. Every charge for Barrack damages will appear in the Ledger. Soiled bedding will be charged against the owner, never against the Company.

1223. An account of the distribution of the Barrack damages in each Company will be annexed to the Acquittance Roll, explaining how the charge has been divided among the rooms. The exact appropriation to each individual will be entered in the Pay Sheet, which, when it is totaled, will agree with the sum named in Orders.

1224. All the men of a guard will be charged for damages committed whilst they were on that duty, unless they can point out the party who caused them.

1225. The remnant of every article of Barrack furniture will be preserved, however unserviceable it may have become, and however long it may have been in use. It can only be exchanged, on the necessity being shewn by the state in which it appears, and if it cannot be produced at the monthly Barrack inspection, the troops will be charged as having lost it.

1226. When the Barrack Master purposes to have an inspection of Barracks, it will be notified in Orders, that an Officer of each Company, and the Non-commissioned Officer in charge of each room, may be in attendance to see that every article is in its proper place, and that justice is done to the men by no unnecessary charge being admitted. The Quarter-Master will accompany the Barrack Master.

1227. When Detachments are relieved, or Companies change quarters, the same minute inspection shall take place; and receipts, signed by the Officers commanding the respective parties (accurately defining the extent of the Damages to the day of transfer) will be given and received.

1228. On the back of the door of No. 1 Squad, a list (when it can be

obtained) shall be put up, showing the prices which the Barrack Master is authorised to charge for damaged and missing articles.

1229. When articles, which have been so injured as to occasion their full or a reduced rate to be charged against the troops, are ordered to be destroyed, the Officer nominated to such duty will see the orders so literally obeyed in his own presence, as to prevent the possibility of the same things being ever again produced before a Committee of Survey for condemnation. The Officer will afterwards be requested to sign a certificate of having performed this duty.

Taking, and giving over a Company.

1230. An Officer, when he takes over a Company, will minutely examine into the accounts, and state of the arms, accoutrements, ammunition, and books. If the amount of debts and credits is calculated from the Acquittance Roll, he will carefully satisfy himself of its correctness, by comparing it with the entries in the Ledger, as the latter (though both ought to agree) is the more conclusive document. He will examine the last week's mess bill before he accepts its credit, or pays its debt; and he will receive the amount of whatever may be required to put the arms in thorough repair, or be furnished with a list of the men against whom the damages may be justly charged. He will also obtain any sum that may have been stopped for browning the arms.

1231. He will see that the articles of Barrack furniture in the men's rooms conform with the Schedules, and by a minute inspection personally ascertain that each man has his full complement of necessaries, and that they are in a serviceable state. If he neglect to make a sufficiently searching examination, he does so on his own responsibility; for from the time at which he signs the certificate required by the Commanding Officer, he becomes answerable for everything connected with the Company.

1232. No Company, unless under peculiar circumstances, will be delivered over more than ten pounds in debt; and an Officer will, if he pleases, refuse paying a greater debt on account of any man than ten shillings. The excess will be remitted to the Officer delivering up the Company, in the manner explained in (1185).

1233. When a Company is handed over by one Officer to the care of another, either permanently or temporarily, if the period amounts to a month, the following certificates shall be sent to the Orderly Room, countersigned on the back by the Commanding Officer, before the Officer giving over the Company avails himself of any leave of absence previously granted. Officers will understand, and the same rule applies to all documents and returns, that they are not allowed to omit any part of the required certificate. When they cannot conscientiously vouch it by their own signature, they will still mention, and detail the reasons, that render them unable to certify it.

1234. Certificate of the Officer receiving charge of a Company.

Date _____

I certify—

1. That I am perfectly satisfied with the state in which the arms, appointments, and ammunition (all agreeing with the number entered in the Quarter-Master's books), the arm chest and books of No. _____ Company, have been this day delivered over to me.

2. That the accounts, and the men's small ledgers, have been closed to —, and the weekly mess bill to —.

3. That I have received the credits now due to the men and mess, and payment for all arms now requiring repair (excepting for some stands that the owners are satisfied cannot justly be charged to their accounts); and that I have also received the stoppages which have been paid towards the next browning of the arms.

4. That I have examined the necessaries of (*state the number*) men of the Company.

5. That I have satisfied myself that each Sergeant possesses an Abstract of the Drill, and a copy of the Standing Orders of the Regiment, and every Non-commissioned Officer a Squad book.

6. That the Barrack furniture in the men's rooms agrees with the numbers marked in the Schedule.

7. That the Armourer inspected the Company's arms when I took them over.

(Signed)

Captain XXth Regiment.

1235. *Certificate from the Officer handing over the Company.*

Date _____

1. Excepting repairs for which I have paid, and some for which the men are satisfied that they are justly answerable, I certify that all the arms, appointments, ammunition (agreeing in number with the entries in the Quarter-Master's books), the arm chest, and book which I have this day delivered to —, are in good order.

2. That all the books, soldiers' small ledgers, and accounts, are correctly and fully made up to —; the weekly mess bills to —.

3. That I have handed over to —, all the credits now due to the men in Hospital, or retained for necessaries, or any other cause, and the stoppages for browning arms not yet paid to the Armourer.

4. That there are no debts due to parties furnishing necessaries or provisions.

5. That Captain — has paid to me the balances of the men in debt; and that I have paid to him the mess credit (*or*, received the debt, *as the case may be*).

6. That all the men of the Company, excepting —, are complete in necessaries, and that they are in as serviceable a state as I could wish them to be, if the Company was suddenly ordered on active service.

7. That the Barrack furniture in the men's rooms agrees with the numbers marked in the Schedule.

8. That the Armourer inspected the arms when they were delivered over.

9. That each Sergeant has an Abstract of the Drill, and a copy of the Standing Orders of the Regiment, and every Non-commissioned Officer a Squad book.

(Signed)

Captain XXth Regiment.

Clothing, and Fitting of it.

1236. It is the interest of all, and especially the Master (who receives the same compensation whether a coat is wholly re-made, or merely stitched in the collar), to fit the men as accurately as circumstances will allow, before a single alteration is permitted.

1237. The Quarter-Master will give constant superintendence, and the Officer commanding the Company will always be present at the fitting of his Company.

1238. Unless the clothing, having been made by measurement, arrives with the owner's name to each suit, coat after coat will be tried on, until a tolerable fit is obtained; then the men of nearly equal size will change with one another, until the greatest possible accuracy is gained. Hours so spent, will save days of subsequent labour. Clothing greatly altered seldom looks well, or is comfortable to the wearer.

1239. The trowsers, which, until they have been altered, are seldom so tight round the waist as to allow the coats to set well, will not be tried on until the coats are fitted.

1240. The jackets of recruits can scarcely be made too wide across the chest; and every man shall be allowed sufficient room to go through the extension motions with freedom.

1241. Relief from a little pressure under the arms may be obtained by stretching, better than by cutting; for the coat, if it be cut, is liable to tear near the arm hole when the arm is raised high, or thrown back.

1242. Skirts that overlap one another, and skirts that separate, are both very faulty, but the former are the less objectionable.

1243. If trowsers are set close to the fork, and are tight about the waist, the man's figure is improved; but there shall be no unreasonable confinement, especially about the hips.

1244. The strain round a man's waist will be borne by the band of the trowsers, and principally by the second button from the top, not by the coat.

1245. The name of each man will be attached to his coat and trowsers, as they are fitted.

1246. Returns, with the name of every man of the Company (according to Form 50), will be prepared beforehand in duplicate. In these, all, even the slightest alterations that may be found requisite, will be carefully entered. When both returns are completed, one of them will be given to the Master Tailor, the other retained by the Officer commanding the Company, that he may subsequently ascertain the proper alteration of every thing noted.

1247. The necessary alterations will be made by Companies.

1248. The Commanding Officer of the Battalion will have finally approved of the manner in which the clothing of the Company in hand has been altered before a single alteration is made in another Company.

1249. The Commanding Officer will see the men, when the Officer is satisfied, from frequent examination, that all the required alterations have been made, and that no further exertions on his part will effect greater improvement. The men will be paraded in their altered jackets and trowsers, the boots in their hands, branded with the Regimental number of the owner, properly pierced for lacing, and showing ~~no~~ marks of wear. If there are any whose clothing the Officer commanding the Company judges to fit badly, they will be paraded in a third rank, that the Commanding Officer's attention may be particularly drawn to them; and the Officer will be expected to mention what extra exertion he has unsuccessfully used to have the evil remedied with each of them.

1250. Men shall not pay more for the alteration of their jackets and trowsers than sixpence. The wings of the flank, and epaulettes of the battalion Companies, will be set up by the men themselves. To preserve uniformity, an ingenious man may be employed by each Company, when the duty is light, to arrange the wings and epaulettes; but the Company shall undertake to do his share of duty, and not throw it on the Regiment. They are at liberty to give him, if they wish it, some gratuity for his trouble.

1251. When clothing is issued, it will be entered in the man's small ledger.

but not taken into wear until directions are given in Regimental Orders. The new cloth trowsers will generally be taken charge of by the Officers commanding Companies, until directions are issued for their delivery in the autumn, when a pair of the white trowsers will be required from each man, to be placed in the Company's chest. The greatest care shall be taken that no clothing is put by that is not perfectly dry. It will be frequently examined, and aired when necessary. No clothing for the current year shall be worn on any fatigue.

1252. Pains shall be taken to fit the boots properly. (*See 49.*)

1253. Recruits, joining, when by any accident there may not be in stores the clothing to which they are entitled, shall not be charged for any which they may purchase, until they are credited with the compensation to which they may be entitled from the Colonel of the Regiment.

1254. Clothing of all kinds, whether it be issued or not, will not be carried after the 1st of April, at the expense of the Colonel.

1255. All clothing is the property of the Colonel of the Regiment, until it has lasted twelve months from the 1st of every April; the clothing of soldiers who may in any way become non-effective before the expiration of the period for which it was intended to last, is, therefore, at once to be returned to the Quarter-Master. No discharged soldier has the slightest claim to any article issued for the year's wear. If he wishes to pay the Colonel the regulated compensation for the unexpired time, the Commanding Officer is authorised to permit its being stopped in the soldier's account, and remitted through the Quarter-Master. Caps will last two years; the chains and ornaments, four. Men discharged or transferred, will rarely be entitled to take away the latter.

1256. To facilitate the settlement of just claims on account of clothing, and to prevent improper ones, the Quarter-Master will, when men are sent home to be discharged or invalided (or indeed on any other account), transmit a nominal return to the Regimental Agent (signed by himself and the Commanding Officer), showing distinctly for what period each man has received each separate article of clothing, and whether any and what compensation has been paid to him at Head Quarters.

Great Coats.

1257. Great coats are the property of the Government, however long they may have been in use; but every Non-commissioned Officer or Private, whilst he is in charge of a coat, is answerable for its due preservation, and for all necessary repairs. The Non-commissioned Officers of Squads will therefore see that all great coats requiring mending are as immediately sent through the proper channel to the Tailor's Shop as any other article of clothing.

1258. When men in any way become non-effective, their great coats will be placed in the arm chest. Great coats will be sent with invalids ordered to Chatham or Dublin.

1259. When great coats become unserviceable, the necessary report will be made to the Agents for the Regiment, who will cause instructions to be sent for their delivery to the nearest Ordnance Barrack or Station, and the reception of others in their stead; but the application shall not be made until they have been at least three years in wear, and then only for coats that are really un-

serviceable. In hot climates, great coats will last longer. When the Regiment is stationed abroad, the application will be transmitted sufficiently early to allow of the coats arriving by the time at which they may be required.

1260. On application to the Secretary at War, an authority will be given to charge the marking of new great coats to the public. The coats will be marked in printed characters with white paint, on the back, under the cape. The Regimental letter of the Company, the number of the coat from one upwards to the strength of the Company, and the date of issue, will be inserted. It will be ascertained at every muster, through the Squad Books, that every man parades in the coat originally issued to him.

1261. The number of a man's coat, when it is practicable, will be the same as his firelock and accoutrements. Care will be taken on every fresh issue that the same numbers are given to the new coats, as were marked on the old coats delivered back to the Ordnance Department.

1262. Non-commissioned Officers and Privates (Officers' servants included) will not wear their great coats, except when they are on military duty. No soldier's wife or child will be, under any circumstances, permitted to wear a soldier's great coat.

1263. Abroad, at stations where there is no Ordnance Storekeeper, the Barrack Master will, upon application, take into his charge unserviceable great coats, and give a receipt for them.

Arms, Accoutrements, and Appointments.

1264. All accoutrements and appointments shall be marked, according to the instructions given in the 140th page of the General Regulations, and each set shall also have its separate number, from one upwards to the strength of the Company, as well as the date of issue. They shall be marked close to the end, so that any unauthorised cutting away may be at once detected.

1265. The number of the firelock shall, as far as it is practicable, correspond with the number of the owner's appointments. The sling of the firelock shall be of the same number and letter as the appointments.

1266. The Officer commanding the Company is responsible that the whole of the arms and accoutrements, whether they be in or out of use, are kept in thorough repair, and that the directions given in (52) are attended to.

1267. The annual Board of three senior Officers, ordered in the Warrant of the 24th of June, 1841, to inspect the accoutrements and great coats of the Regiment, will be held soon after the 1st of December, and invariably before the 1st of January, when the Warrant will be laid before them for their guidance, with the returns of the Officers named in (1268).

1268. On the 1st of December, Officers commanding Companies will send to the Orderly Room a return of all the arms, accoutrements, and great coats which they have in possession, shewing when all were issued (according to Form 44).

XII.—REGIMENTAL INTERIOR ARRANGEMENTS.

Monthly Board, on Claims, Necessaries, &c.

1269. A Regimental Board, of three Officers, a Field Officer when it is practicable presiding, will meet directly after morning parade, on the second Monday in each month (unless another hour is named in Orders), to investigate such claims or complaints as any man may wish to lay before it; and they are requested always to give their opinion whether there is or is not ground for the representation. If any one, agreeably to (14), make an appeal respecting his accounts, the Officer commanding the Company to which the appellant belongs will not be placed on that Board; but such Officer will not get an overslaugh; his tour of duty will simply be changed for the occasion.

1270. All Regimental matters of finance, not connected with the Paymaster's Office, nor in the usual routine of the Company's accounts, will be submitted for their examination.

1271. When they examine a new supply of necessaries (*see* 1128), and wish aid in forming an estimate of the quality of the articles, they are recommended to call in some intelligent Non-commissioned Officers and men, and ask for their unreserved opinions.

1272. They will inspect the accounts of Barrack damages, and examine minutely into the apportioning of the general charges which the Quarter-Master will lay before them; and they are requested to suggest any alteration which they may judge more equitable. The sums for which they consider the several items justly answerable will, on the Commanding Officer's confirmation, appear in Orders.

1273. The School accounts will be laid quarterly before them for examination. They will have to report quarterly, that they have made a general inspection of all the necessaries in store.

1274. They will look minutely into the charge for carriage of the Regimental baggage on the march, immediately preceding their meeting; and will report whether they think as economical an arrangement has been made, respecting transport, as the circumstances allowed. If they can suggest any better mode, they are requested to do so.

1275. The observations on the different subjects submitted to their consideration will not be blended together, though they may be noticed in the same proceedings.

Orders.

1276. The manner in which Regimental Orders are to be daily issued and taken down is described in (292) and (632). To prevent the possibility of any mistake, the Sergeant-Major will previously read them over to the Adjutant. The Adjutant will occasionally attend when the Orders are given out, and at times peruse what the Non-commissioned Officers may have written; and if he finds it incorrectly spelt, or indistinct, he will report the circumstance to the Officer superintending the School, and direct the Non-commissioned Officers to attend it, till they are again regularly dismissed.

1277. Officers commanding Companies will see that all Orders, in any way

concerning the Non-commissioned Officers and soldiers, are read by an Officer at three successive parades, agreeably to the Regulations of the Service. (See 387 and 390.)

1278. The same attention will be paid to verbal and to written Orders; but if the party receiving verbal instructions believes that they have been incorrectly repeated, he will ask some one who may be present, to bear testimony to what is said. It seldom occurs that verbal Orders are of more than a temporary nature; but when they affect the usual routine, and are to be constantly acted upon, they shall be entered on the reverse sides of the Orderly Book, the name of the party issuing them being stated, together with the date.

1279. The propriety of any Order is not to be questioned. If any one feels himself aggrieved by it, he will represent the matter.

1280. The acquisition or deprivation of a good conduct stripe, or any occurrence that in any way affects a man's pay (whether by the award of the Commanding Officer, or the sentence of a Court-Martial), will invariably be entered in Regimental Orders, as an authority for the alteration.

1281. Although the Orderly Corporals have been instructed to take the Order Books to the Officers of their respective Companies, when it may be supposed that they are dressing for dinner, the not having seen the Orders will never be pleaded as an excuse for any omission of duty. The Officer will send for the books if they are not punctually taken to him; and, under every circumstance, will make himself acquainted with the Orders. Even Privates (91) are held responsible for obtaining a knowledge of all Orders respecting themselves, issued during their absence.

1282. An Officer will not avail himself of any leave which he may have obtained to be absent for a day, until he has ascertained, by a reference to the Adjutant, or to the Regimental and Garrison Orders, that he will not be wanted for any guard, Board, or Court-Martial, &c.

1283. If Officers have permission to live at a distance from Barracks, they will make some private arrangement to ensure their becoming acquainted with the daily Orders, for the Orderly Corporals must not be taken away from their other duties.

1284. In the Companies' Order Books, as well as in the Regimental Order Book, an index shall be carefully made of the purport of all daily Orders, headed "S O" (meaning Standing Orders), that they may be readily referred to when it is required.

Passes, Leave of Absence, and Furloughs.

1285. By the 62nd Article of War, no Officer, Non-commissioned Officer, or soldier, is excused from any parade or roll call, without the leave of the Commanding Officer, requested through the proper channel.

1286. On the back of the passes (made out according to Form 62) shall be inserted the date of the applicant's last crime recorded in the Regimental Defaulters' Book, with the punishment awarded; the order in which the Company last stood in the scale of comparative good conduct; and the date of the applicant's last pass. They will be sent to the Orderly Room, for the Commanding Officer's signature, at the regular hour. (See 386 and 529.)

1287. A man will be two months clear of the Regimental Defaulter Book before he is privileged to ask for a pass, or for any indulgence. He will be three months clear before he seeks a pass for twelve hours; four months before he seeks a pass for twenty-four hours; six months before he seeks a pass for a longer period; and a year before he seeks a furlough: nor, till at least six months clear, will he be recommended for any post, or allowed at his leisure hours to pursue any occupation of pecuniary advantage. The permission to acquire money by following a trade, will be granted only to the steady soldier, who will not make a discreditable use of his gains.

1288. If a case of great urgency procure a man a pass, by which he avoids any duty, he will bring up that duty on his return.

1289. Before Non-commissioned Officers apply for a pass, they will ascertain from the Sergeant-Major whether they will be required for any duty; for the Adjutant will have to sign their pass as well as the Officer commanding the Company, previous to its being submitted to the Commanding Officer.

1290. During the winter season, on home service, the indulgence of a furlough is usually granted to one man out of every fifteen; and Officers commanding Companies will, in their recommendations for this indulgence, be guided by the principle laid down, that those who have most zealously discharged their duties, have the greatest right to favorable consideration. (S)

1291. By the Regulations, the furlough will commence, if possible, on the 1st of the month, and terminate three days before muster.

1292. Men who go on sick furlough, are permitted to take their great coats, if the Surgeon signs a certificate that he considers it requisite.

1293. Advances to men on furlough are made on the responsibility of the Officer commanding the Company.

Divine Service.

1294. All ranks are, in the Articles of War, ordered to attend Divine Service; and the Commanding Officer certifies, in the Monthly Return of the 15th, that they have done so. All Officers, therefore, applying for occasional leave of absence from a church parade, are requested to state that they purpose attending some other service.

1295. If troops attend a place of service generally frequented by civilians, care will be taken that they march from their Barracks so as to ensure their arrival before the service commences; and, at its conclusion, they will not rise from their seats until the Sergeant-Major makes a sign that the inhabitants have left.

1296. The greatest propriety of behaviour will be at all times enforced during the performance of this sacred duty. The troops will stand during the psalms, and otherwise conform to every established usage.

1297. Unless there be an absolute necessity, no man will go out of church during service. The Non-commissioned Officers placed at each door will take down the names of any who are obliged to pass out, observe their length of absence, and afterwards report them to the Officers commanding their respective companies.

1298. All recognised married women will attend Divine Service.

1299. The children above five years of age will be marched, neatly dressed, to church, in rear of the Regiment, by the Schoolmaster Sergeant, excepting those who are Roman Catholics, and who will be regularly paraded and marched off to chapel, by a Non-commissioned Officer. A report of the number of each persuasion who ought to attend, with the names of the absentees, will be sent by the Schoolmaster Sergeant to the Orderly Room after church.

1300. When an extra service is allowed for the troops, of which rain may prevent the performance in the appointed place, the duty will be done in a large Barrack room, if it meets with the concurrence of the officiating Chaplain. If he is unable to attend, an Officer will be requested to read the prayers.

1301. No dogs shall ever accompany the men to church.

1302. Unless orders are given to the contrary, the Orderly Subaltern will always march the Roman Catholics to chapel. He will pay attention to any sermon or address that may be given; and if he hear any doctrine enforced that is obviously intended to make the men swerve from their sworn allegiances and duty, he will at once march them back to Barracks, and report the circumstances to the Commanding Officer, repeating what was said, so far as his memory will serve him. (712)

Officers' Mess, and different Funds.

1303. Few things are more essential to the comfort of the Officers, and to the respectability of the Regiment, than a well organised mess; and this will be best secured by all parties endeavouring to make it assimilate, as much as possible, to the arrangements of a gentleman's family.

1304. A committee of three Officers (the President not being under the rank of Captain) will be selected to have the general management of the mess, and see that all rules are enforced, and all accounts punctually made up and settled.

1305. However much their own circumstances may enable them individually to disregard expense, influenced by the consideration that they are acting for their brother Officers, they will constantly aim, by judicious arrangements, and vigilant superintendence, to prevent any member of the mess from being inconvenienced by unnecessary expense. The character, indeed of the Corps is compromised, if the Officers incur debts which they cannot readily discharge; but if a good system be pursued, there will be no difficulty in exercising mutual hospitality.

1306. Every tradesman naturally expecting a profit for the risk and trouble which he incurs, the Committee will see the advantage and economy of obtaining, when it is practicable, all the wine and malt liquors required for the mess from original sources, instead of allowing them to pass through many hands. Again which it may be judged advisable to make by corkage will be credited to the wine and cellar account, to defray any loss by broken or damaged bottles.

1307. There will be no mystery in the accounts. That they may be easily intelligible to the most inexperienced, they will be classed under different heads, so as mutually to check each other, and thus point out if any unnecessary expense may be incurred.

1308. The distribution of the mess allowance is, by the 273rd clause of the

ory Directions from the War Office on Finance matters, left entirely commanding Officer, and is not subject to the claims of individual

Plate and Glass Account.

In conformity with the General Regulations, all subscriptions on rent, and promotion, as well as the annual contributions, will be applied to the purchase of plate, table linen, glass, china, and mess

This account will be kept separately from any other, so as to admit at any moment easily balanced. All accidents and breakages, not by individuals, will be placed to the loss of this fund.

The amount received for subscriptions will vary annually; the, therefore, for the supply of plate may annually vary; but as the Lieutenant-Colonel is responsible for the general expenses, the Committee are empowered to lay out more than five pounds in the purchase of mess necessaries without a reference to him.

Government Allowance.

By the General Regulations, the three hundred pounds per annum by Government (when there are twelve Companies) will be strictly limited to the reduction of the daily expenses of the mess, and to the food and accommodation of the Officers who attend it. It will, therefore, be to diminish the price of the wine drunk after dinner (especially on nights), and to pay for all servants, washing, candles, firing, and furniture mess room, as also, when circumstances will permit, to the expenses at inspection dinners, and on public days. The carriage of the baggage mess will also be debited to it, and not become a general charge.

The account of this sum, commonly called the Prince Regent's Allowance, will be kept distinct from any other; and as the monthly receipts will exceed sum, the expenditure will be strictly limited to meet it. The money will be appropriated during the month to diminish the expense of the purchase of wine will be monthly entered as a charge against this account, the same sum be credited monthly in the wine and cellar account.

If the loss of plate, or any other unusual circumstance, make it that a different temporary appropriation of the Prince Regent's Allowance would meet the views of those who, from any cause, are more desirous of saving their monthly expenses, than to drink their wine at a reduced rate, the commanding Officer will give the subject a full consideration at a mess when all the members will have the opportunity of expressing their

When this grant from Government is not allowed, washing, candles, &c. will be a general charge against all the Officers who are daily members of the mess. Such expenses, when they are occasioned by Regimental orders, will be shared by all the members of the mess, whether married, or absent, for the hospitality is for the credit of the Regiment generally; Officers on the strength of the Depot will never be charged with any charges.

The Wine and Cellar Account.

1315. Nothing will be noticed in it but the expenses of what actually in and comes out of the cellar, excepting the settled sum from the Govern allowance, appropriated to diminish the expenses of the first allowance of after dinner. (*See* 1312.)

1316. The charge in the daily and weekly bills for the bottles of wine have been drunk will agree with the number entered under the head of "out," in the Cellar Book, allowing for what the Vice-President may have on hand.

1317. At the end of every month, as soon as the wine bills are closed, the General Account will be drawn up, shewing that the quantity of wine charged exactly corresponds with the quantity entered as given out in the Cellar Book.

1318. By an easy deduction, that book will constantly shew, to a bottle, the quantity of wine, ale, and all liquors in the cellar; and occasionally the stock will be counted, to ascertain that the Cellar Book has been correctly kept.

Breakage Book.

1319. Every breakage, with the date of the accident, and by whom it has been caused, will be entered in perpendicular columns placed opposite catalogue of all the mess articles. The difference will show what remains good, and the account will check the accuracy of the charges made by individuals.

1320. If Officers on a detachment be allowed the use of any of the mess plate, they will be responsible for the same; and when they are relieved by another Detachment of their own Regiment, they will regularly hand it over, and receive a receipt for it.

1321. No part of the plate or mess utensils will, under any circumstances, be lent to any individual not belonging to the Regiment, or to any public house.

Letter Book.

1322. A book shall be kept, into which every letter written by the mess committee on subjects connected with the mess shall be clearly copied. If the book is correctly kept, those who come into office will know all the arrangements made by their predecessors.

Miscellaneous.

1323. A quarterly statement of sums due by absent Officers will be sent to the Agents, and recovered by them, and credited in their next Abstract. Paymasters of each Battalion have consented to an arrangement by which the monthly mess and wine bills will be discharged at once, the sums due by the Officer being charged to his account.

1324. A fortnight after the conclusion of every quarter, viz., on the 15th (that being Sunday, on the 16th) of every January, April, July, and October there will be a mess meeting, when the different accounts and books will be closed to the end of the preceding quarter, and, with the receipted bills, *subjected to the inspection of the assembled Officers.* On the preceding

the President of the Committee in each Battalion will send a certified abstract of the last account of every fund to his immediate Commanding Officer.

1325. By the usage of the Service, the President is responsible for the accuracy of all the accounts. His signature will assure the Officers that they have been properly examined, and found correct. He will expect the zealous assistance of the Members of the Committee. The general abstract of the mess funds will be kept in his own handwriting.

1326. The President will obtain from the mess man the following certificate, on the 10th of every month:—

I certify, that I have been paid the several sums due to me for messing, by all and each of the Officers, up to the end of the last month, excepting as per margin; and, as an evidence that I am perfectly satisfied with such settlement, I hereby relinquish every claim which I may have had against every Officer to that period, with the exception thus named. I further certify, that I have paid every debt which I have incurred on account of messing the Officers of the XXth, up to the end of the last month (excepting to for).

The President of the Committee is requested to enclose the above certificate on the 11th of the month, if that falls on Sunday, the 12th,) to the Commanding Officer, with the following memorandum:—

All the wine bills have been made up to the end of last month, and the Members have duly paid them, or have been fined according to Mess Rules, for neglecting to do so (excepting).

1327. No Officer who joins the XXth, or is promoted in it, will give any wine to the mess.

1328. The Committee will see that all Mess Rules are strictly followed; and the Officers will closely adhere to them, and not impose on the Committee the disagreeable task of enforcing them by fines.

1329. No new rule will have effect until it has been confirmed by the Commanding Officer, nor will any old rules be rescinded or altered without his concurrence. No mess meeting will be convened without his sanction.

1330. Circumstances may possibly arise exacting from the senior Officer at a mess table the exercise of his authority in a manner peculiarly irksome to his private feelings; but if the necessity arises, he will not hesitate to sacrifice them; and it is his imperative duty to interpose, but with discretion and judgment, if ever he finds the harmony and good feeling, which are essential to the interests of the Service, likely to be disturbed, or observes any conduct calculated to bring discredit on the Regiment.

Library Fund.

1331. The Library Fund, which pays for newspapers and pamphlets, as well as books, will be kept distinct from any other account. It will pay also for the carriage of the books, and for the lighting and furniture of the room in which they are kept.

1332. The Officer commanding the Reserve Battalion, when it is separate from the first, is requested not to permit fresh copies of any works that are already in possession of the Regiment to be purchased out of the Library Fund.

Division of Funds between Battalions.

1333. The General Commanding-in-Chief has decided that the Mess Funds of the two Battalions shall not be separated, as when stationed together there is to be but one mess. When the two Battalions are sent to distinct quarters, and the maintenance of a mess with the Reserve Battalion becomes necessary, that mess will be credited from all the Regimental funds (excepting the Band Fund) with two-fifths of every monthly and annual receipt while they are so separated.

1334. All future supplies of glass, china, and plate, will conform to the pattern selected by the Regiment on its landing from India; and the Lieutenant-Colonel feels it his duty to enjoin strict attention to this Order; for it is essential to the respectable appearance of the mess when the Battalions are united.

1335. The formation of a Band with the Reserve Battalion is positively forbidden; but the expense necessarily incurred in forming the best description of drums, fifes, and bugles, will be charged against the Band Fund.

Colors.

1336. On the 7th of July, 1838, when the Regiment was quartered in the Tower, His Grace the Duke of Wellington paid it the high compliment of personally giving it the present colors, distinguished by glorious memorials of past victories.

1337. On that memorable occasion, in a heart-stirring address, he expressed his belief that the fortitude and valour of the gallant heroes who won those honorable decorations would be emulated by their successors. May such flattering expectations always be fulfilled! May all strive, collectively and individually, to prove themselves not unworthy of the sacred trust! May all firmly resolve to encounter, without shrinking, the greatest difficulties and perils, rather than incur the infamy of abandoning, or the disgrace of surrendering, the noble standards of a Regiment that has uniformly triumphed in many a well-fought field.

1338. On every anniversary of the 7th of July, the Regiment will parade in review order.

1339. By the General Regulations, the two senior Ensigns have the privilege of carrying the colours.

The Canteen.

1340. The canteen, by the Articles of War, will not be opened any day before reveille, nor after nine o'clock at night; and will be closed during the hours of Divine Service. By the provisions of the Contract with the Board of Ordnance, as detailed in the Horse Guards' Circular of the 20th April, 1838, it will not be opened before twelve o'clock on any day; but much discretion, respecting hours, and the individuals permitted to enter it, &c., is left to the Commanding Officer.

1341. The Commanding Officer will always be disposed to meet the views of the Contractor in any measure not likely to create irregularity, or to interfere

with strict discipline; but the following Rules will be constantly enforced, and rigidly adhered to on the part of the Contractor.

1. Every species of liquor shall be of the best quality.
2. The women will be allowed, half an hour before the men's breakfasts, if it does not lead to any irregularity, to enter the canteen, to purchase bread, butter, groceries, &c., but no spirits of any description.
3. If any civilian or soldier shews, at any time of the day, the slightest symptoms of being affected by drink, he shall be turned out, and no more liquor shall on any pretence be allowed him.
4. No liquor of any description shall be taken out of the canteen without a written permission from the Commanding Officer; nor shall any ever be sold to those who are not grown up, or drunk by them.
5. The contractor is positively forbidden to give credit to any one in Barracks, nor shall credit ever be requested.
6. He shall not receive any pledges or pawns.
7. Convalescents shall not enter the canteen.
8. No cards, dominoes, nor gambling of any kind or description, shall be allowed in it.
9. A copy of the above Orders shall be placed in a conspicuous part of the canteen; and the superintending Non-commissioned Officers are responsible that every infringement of the Rules is at once reported to the Orderly Officer.

1342. The Quarter-Master will often visit the canteen, and the Surgeon occasionally: they are requested, the latter especially, to taste the different liquors; and if they find any unsound, or of an inferior description, to mention it to the Commanding Officer.

1343. The Master-General and Board of Ordnance have instructed Barrack Masters always to have a copy of the Regulations for letting Canteens, placed on a board in the Orderly Room of every Barrack.

XIII.—ORDERS CONNECTED WITH A MARCH.*

1344. When, on home service, orders are received for the removal of the Head Quarters of the Regiment, immediate information of their destination shall be transmitted to the inspecting Field Officers of the districts where the XXth recruiting parties may be stationed.

1345. If they are suddenly ordered to quit a Barrack, a copy of the Order that has been received shall be sent to the Barrack Master.

1346. The Adjutant will read the following Orders, as far as (1373), on the two morning parades preceding a march.

To the Men.

1347. By General Orders and Regulations, no man during the march will be allowed to fall out of the ranks, on any pretence whatever, without the leave of the Officer commanding his Company, nor will the Officer ever grant it (unless in case of sickness or actual incapacity to march) except at the regular halts, for five minutes, which will take place every hour; but the first halt will be one mile after starting, and last for ten minutes. If any man gets leave at any other moment, a Corporal will fall out to take charge of him.

* These Orders (with others before quoted) were issued by the present Lieutenant-Colonel in 1837, and were found to work well.

1348. If a man obtains leave to fall out merely for a temporary purpose, his firelock, and the Corporal's, will be carried by the Sections to which they belong, and they will rather push forward to be overtaken by their Company than by falling to the rear have to toil after it.

1349. Men straggling without leave will be severely punished. The names of all the stragglers (whether they fall out with or without leave) will be taken down by the Orderly Sergeants, who for this purpose will remain in rear of their Companies. The reports of the Sergeants, signed by Officers commanding Companies, will be given to the Adjutant at the evening parade, when he collects the reports, that such men, on arriving at their destination, may be practised to become good marchers; for well-built men, who have passed a strict medical examination, will be bad marchers only from want of sufficient practice.

1350. On first starting after a halt, every Officer, Non-commissioned Officer, and man, will be in his proper place, and march off as correctly as from a parade; but the Officers commanding Companies will be with their rear Sections. The pivot men will be changed every halt; for even when they are marching at ease, they are as answerable for correct distance and covering, as when they are marching at attention.

1351. If there are any bad places, or small streams crossing the road, the men will at once pass them, rather by increasing than diminishing their front, as the least hesitation will delay those in rear.

1352. When a serious obstacle renders it necessary to reduce the front, the order will be distinctly given from the head of the column, when the troops will be brought to Attention, and Officers commanding Companies will go to the head of their Companies, and exert themselves to prevent any lengthening out. They will not leave the spot till their respective Companies have passed the obstacle.

1353. When the bugle sounds the halt or fall in, the men will at once close upon the pivot files, and remain steady.

1354. The foolish practice of drinking much water on a march cannot be too strongly reprobated. It is a momentary gratification that creates great after-weakness: an experienced soldier will do no more than rinse his mouth. No man will quit the ranks for water: occasionally the column will be halted for that purpose.

1355. The 80th Article of War was purposely made to give Regimental Courts-Martial the power of summarily punishing all offences committed on the line of march. In the General Regulations it is stated—"Drunkenness or irregularity upon a march is to be considered as if committed *on duty*. After a march, the men are to occupy themselves in putting their arms and accoutrements in complete order, and are not to leave their quarters till they are enabled to appear in every respect correctly dressed." The Commanding Officer therefore directs that, at the conclusion of every day's march, the men proceed at once to their billets, and immediately set to work to make themselves clean and comfortable, agreeably to that Order.

1356. When they appear in the streets, they will be properly dressed in *shell jackets*, with side belts, cloth trowsers, and forage caps. If they march in *white trowsers*, a pair shall be washed as early as possible after the march,

be dry against the following morning. The men are advised to wash their feet daily with warm, but not hot water, just before going to bed. When their feet are blistered, they will refrain from opening the blisters, but rub them with spirits poured in the palm of the hand, and on which droppings from a lighted tallow candle have been allowed to fall. Candle grease dropped on water is so a very good remedy. New boots, if it can be avoided, will not be worn on march.

1357. In Ireland, or Scotland, where the men have to provide their own innkeepers, if their billets are far in the country, they will be allowed to remain an hour in town, to make the necessary purchases before they proceed to their billets.

1358. By the 54th clause of the Mutiny Act, the innkeeper, or other party on whom any soldier is billeted in England, will furnish him with a hot meal, consisting of one pound and a quarter of meat, to be weighed before it is dressed, one pound of bread, one pound of potatoes, or an equivalent of other vegetables, and two pints of small beer, with the necessary quantities of pepper, salt, and vinegar.

1359. Men sent forward into billets will on no account proceed further next day by themselves; but will remain together on the road near their billets, and here await the arrival of the main body.

1360. Comrades will be billeted together. The billets will never be left without one man to look after the knapsacks, arms, and ammunition. At night, every man will put his pouch under his pillow.

1361. All soldiers will be civil and orderly in their billets, and they will not be away from their billets after retreat beating. They are cautioned that the name of each soldier, with the name of the inhabitant on whom he is billeted, is daily taken down. These papers are kept that the offender may at any moment be ascertained, if any complaints be hereafter preferred.

1362. The exchange of billets is positively forbidden. The men whose names are put down to any house are held responsible if any complaints be made of the soldiers billeted in that house. All Non-commissioned Officers will make themselves acquainted with the billets of their respective Officers; and all men selected as Orderlies, with the quarters of the Field Officers and Staff.

1363. At tattoo, the rolls will be called in their different billets by the senior Non-commissioned Officer of each Squad, who will order the men to bed, and make a verbal report, respecting their presence and sobriety, to the Company's Orderly Sergeant. The latter will give in a written report, as usual, to the Orderly Officer, at the place that will be pointed out.

1364. The billets will be visited every morning by an Officer, or Non-commissioned Officer, who will ask the inhabitants about the conduct of the soldiers.

1365. The bugles for parade will be the same as usual, excepting that, to save time, the two last horns, viz. for "coverers" and "marching into column," will be dispensed with. The dressing or preparation bugle will sound at the Commanding Officer's quarters three quarters of an hour (instead of a quarter of an hour) before the first horn; and it will be repeated as quickly as possible

by a bugle or drummer of each Company in the different streets adjoining their own billets. It is for the comfort of all that every one be punctual, as the absence of any one man keeps the rest uselessly under arms, delays the moving off of the column, and retards its arrival at the fresh billeting place. Men in the least late or dirty for parade will have to attend an extra evening parade, and any man much behind time will be severely punished.

1366. Gross irregularity on a march will be visited by a drum-head Court-Martial; and the Adjutant is responsible that everything required on such an occasion is ready at a moment's notice. For slighter misconduct, offenders will be placed in the mess of those who were in the Defaulters' Room on the Regiment moving out of Barracks, and they will be subjected to the same restrictions.

1367. A well-regulated march is productive of much pleasure; and the more the men enjoy themselves by singing and telling stories, *whilst marching at ease*, the better; but when it is ill conducted, all ranks are proportionably inconvenienced. It is hoped, therefore, that every individual will see the personal advantage of paying the closest attention to Orders, and every XXth man be influenced by the consideration that nothing more strongly displays the real character of his Corps, than its discipline at such a period: it is the surest test to which it can be subjected in time of peace, and proves the soldierlike qualities of the men, and the intelligence and zeal of the Officers and Non-commissioned Officers.

Defaulters' Mess.

1368. The Sergeant in charge of the Defaulters, will receive from the Companies to which they respectively belong, the whole of their pay, and by it out as instructed by the Adjutant, to whom he will report direct. When a publican does not furnish the dinner, the men will have to cook their food, taking this duty in turn.

1369. At the conclusion of the march, a Non-commissioned Officer will make the necessary purchases in the presence of two of the men. A breakfast, of bread and milk, or bread, cheese, and beer, will be provided; and the surplus money, after the charge for dinner is defrayed, may be expended in a supper of bread and cheese, and a reasonable quantity of small liquor, tobacco, &c., according to the wishes of the owner, but spirits are strictly forbidden.

1370. The Sergeant will give the Adjutant a daily, minute, written statement of the preceding day's expenses. These papers will be kept for a month after the conclusion of the march, and may be seen at any time during that period, by the men of the Mess; but if they have any complaint to make, the sooner it is made the better.

1371. The Defaulters will be billeted together (as far as circumstances will admit), on an upper story, and be strictly confined to their billets from the time of entering the town until they depart. The guard will furnish a sentry over them, and they will be placed as near the head inn as possible.

1372. They will be paraded on the left of the line (beyond the light infantry) separate from their Companies, under the charge of a Non-commissioned Officer.

Memoranda for the Quarter-Master.

1373. When a route is expected, the Quarter-Master will forthwith make arrangements to have the baggage carried at the most economical rate, as detailed in (451).

1374. In the agreement which he will draw up, and which the carman or contractor will sign, an obligation shall be entered to bring the requisite ropes, and (when it is to be had) an oilcloth covering with each cart. It shall be clearly expressed in the document, that if at any time during the march the horses are not brought at the hour appointed, fresh horses may at once be pressed at the expense of the owner of the absent horses. The carman will also agree to carry the knapsacks of the baggage guard, and one woman and child for every ton.

1375. An equally binding engagement, but conformable to the altered circumstances, will be made with the contractor when the baggage is conveyed by water.

1376. The Quarter-Master will exert himself to have all the Barracks, cooking and washing houses, and out buildings, put into a perfectly clean state, on the evening preceding a march, before sunset. He will not hesitate to report to the Commanding Officer, at once, any Company whose rooms he has reason to think will not be left in creditable order.

1377. As on the morning of departure the Quarter-Master will be occupied in giving up the Barracks, he and the Quarter-Master-Sergeant, with a Non-commissioned Officer and Private of each Company, left to give over the Barracks, and check the damages, will overtake the troops in the evening. Before he departs he will settle every account for the Barrack damages with the Barrack Master.

1378. On the march he will be attached to the Head Quarter division, and precede it a few hours for the purpose of receiving over the billets drawn the preceding evening. It is his duty to see that all misunderstandings respecting billets are at once rectified.

1379. He will assist the Officer of the baggage guard in having the cars so arranged that a few sentries will easily have an eye over all.

1380. Each day, before the horses are taken out of the carts, he will instruct the drivers at what hour they are to return in the morning; and he will explain to them that, in the event of their non-appearance at the named hour, fresh horses will be pressed, according to the terms of the agreement. He will also take down in writing, the names of the public houses at which the carmen put up.

1381. The day preceding the arrival of the troops at their fresh quarters, he will make a forced march, and receive over the Barracks early the following morning. The more he then exerts himself, the sooner will he be enabled to send in the required Report (*see* 1384), which ought never to be later than two days after the termination of the march.

1382. Having had the accounts previously prepared, he will settle with the carmen (taking their receipts) the moment the baggage is unloaded, that they may have the opportunity of returning towards home the same day.

1383. If Government rations are not issued immediately on arrival, he will bespeak the bread and meat wanted; and when it is practicable, until fresh

contracts can be entered into, he will get supplies from the parties who furnished the troops marching out, making an agreement to pay at the same rate as they did.

1384. Report required.

Date _____

1. Having previously arranged the accounts, I settled with the carmen directly after their arrival.

2. A bedstead and clean bedding complete has been issued to each Non-commissioned Officer, Drummer, and Private, and to each of the women entitled to be in Barracks.

3. Each room is provided with the furniture and utensils allowed by Regulations; and I have ascertained them, from personal observation, to be in serviceable order, and to agree in number with the Schedule in each room.

4. Printed copies of the Warrant for the Regulation of Barracks are hung up in a conspicuous station; and a printed copy of the Regulations for letting Canteens is placed on a board in the Orderly Room.

5. I have appointed a room for the Band, and (when it is practicable, if necessary, by special application) one for their practice.

6. I have selected a convenient room on an upper story, for the Defaulters (*or, there is a regular Defaulters' Room*).

7. The School-room is duly provided with forms and tables, and the Sergeants' room, the Tailor's shop, and Armourer's work-house, have everything that is necessary and allowed by Regulations.

8. No package or trunk came with the baggage that was over four hundred pounds weight and every article was distinctly marked agreeably to the General Regulations. No Non-commissioned Officer or married soldier's trunk exceeded the size specified in the Standing Orders; and none were carried, but such as had been regularly notified to me.

(Signed)

Quarter-Master.

1385. When, on actual service, the Regiment occupies a village or cantonment, he will receive from an Officer of the Quarter-Master-General's Department the houses designed for the Regiment; and having told off quarters to the Staff he will distribute the others to the Orderly Sergeants (who will have accompanied him), in proportion to the strength of their respective Companies.

Baggage.

1386. By the instructions in the 177th page of the General Regulations, every chest, trunk, bale, or other article of public baggage, belonging to the Regimental store, Orderly Room, Band, Officers' Mess, or the Hospital, will be distinctly numbered and marked. Every description of Officer's baggage, authorised to be conveyed by the carts or waggons employed on a march, will have the rank and name of the owner legibly written on it; and no one package, belonging to any department or individual, shall exceed four hundred pounds (that being the weight four men can load and unload without risk of sustaining personal injury). The Quarter-Master is instructed not to allow any of greater weight to be carried with the Regimental baggage.

1387. On the day preceding the commencement of a march, several weighing machines shall be procured; and directly after the men's dinners, the baggage shall be weighed, by Companies, in separate heaps of sixteen or eighteen hundred weight for each cart (according to the terms of the agreement, and the size of the cart), each load having a proportion of large and small trunks. The hours before sunset, the baggage shall be told off to each cart; and the cart shall be loaded and corded, and placed under the charge of a sentry before dusk.

8. When the carts come into the square, the Quarter-Master will cause to be given to each driver, shewing what Company's or Department's he is to carry, and consequently to what part of the square he is to

This paper will be an authority for the loading.

9. When circumstances permit it, the baggage of each Company will be put up in rear of its own rooms, with the baggage of the Officers belonging to the Company; each Officer's being placed in a distinct heap. The baggage of the several Departments, and of the Staff, will be kept distinct, and be put in the place assigned by the Quarter-Master.

10. The Quarter-Master will attend to the weighing of one wing, the Quarter-Master-Sergeant to the other. The scales and weights will be taken in common to the several Companies; the drivers will be by; and the respective Pay Sergeants will take down in ink the total weight of each Officer's baggage (which will be weighed by itself), and also the number of articles of which it consists. Thus each Officer will ascertain that no more is put down than is correct. The Officers' servants, also, will be by, not only to assist in the weighing, but to assist at the loading of the baggage.

11. The arm chests will be weighed separately; all the Non-commissioned Officers' and married men's boxes of a Company together, provided none exceed a certain size, and it is ascertained from the total number that no one has more than he is authorised. A return (according to Form 47) will be sent at the same evening by each Company to the Quarter-Master, that he may be enabled to settle the charges.

12. Care will be bestowed in the packing of the carts, for the guard ought not to be inconvenienced by delay on the march to re-pack the baggage. The Quarter-Master, who will have charge of the baggage guard the following morning, will, with the Quarter-Master, superintend the loading.

13. If, from any unusual occurrence, there is a deficiency in the requisite baggage, the baggage will be thus loaded. First, the ammunition; next, the stores; then, the Company's baggage; and lastly, the Officers'; but no Officer shall take more than his proportion of that which it is calculated the carriage will carry; perhaps only a half, or a third, of what the Regulations allow. When practicable, at the wish of the Officers, if there is a large body of them, a cart, to carry a small portmanteau for each Officer, may accompany the baggage body. If the Baggage Fund is much in credit, the expense of the cart will be defrayed by it; if not, by those for whose immediate convenience it is required.

14. The baggage will generally move off an hour, or an hour and a half, before the column. By the Regulations half an hour is the time allowed for packing and loading the baggage on service; two hours, with good arrangements, will be sufficient to pack the Regimental baggage at any time. (See page 166)

15. All Officers are responsible for the punctual packing of their personal baggage; the Officers commanding Companies, for what belongs to their respective Companies; and every Officer in charge of a Department, for the baggage connected with it.

16. Any baggage, not ready for loading at the appointed place and time,

will be left behind, and the party through whose neglect this irregularity will defray the expense of its subsequent conveyance.

1397. The quantity for which Government provides conveyance is stated the 405th page of the General Regulations, and according to the Warrar the 19th October, 1842, each hundredweight will not exceed five cubic feet measurement. If any Officer, or Department, have not the regular weight Officers' Mess will reap the advantage of the deficiency. Officers on leave only entitled to half the weight usually allowed.

1398. When baggage proceeds by water, the men and women accompany it will take a supply of provisions with them.

1399. The Secretary at War has desired that the extra rates occasionally levied in England, by the warrants of magistrates, shall be defrayed out of commuted allowance granted for the carriage of baggage.

1400. Government will not defray the expense of any baggage that may be lost or injured through conveyance of the Regimental baggage by water rather than by land.

Ammunition.

1401. When ammunition is carried it will be separately weighed, a distinct receipt taken from the carrier for the money paid for its carriage which will be specified its weight and the number of miles it is conveyed. A receipt will be required to accompany the next Pay List, as a voucher for charge appearing against the public; but the carriage of practice ammunition will not be defrayed by Government (unless under very peculiar circumstances which must be clearly explained), if a reasonable time has elapsed for proper expenditure of the season's allowance.

1402. If ammunition be left behind, it will be carefully packed separately in one cask, flints in another, ball in the third: the necessity of this is obvious, when the articles are liable to be shaken by moving. No nail ever be allowed in the fastening of cases, or heading of casks, used to contain ammunition.

1403. The cart that carries the ammunition will be a short distance in advance of the rest of the baggage, under a guard of (generally speaking) a Non-commissioned Officer and three men, who will not allow a light near it nor permit themselves or the driver to smoke.

The Baggage Guard.

1404. The baggage guard (generally consisting of three reliefs) will be at retreat beating, the evening before the march, and be relieved before commencement of the day's march, at the hour named for parade. They will be quite clean when relieved.

1405. The commander of the guard will make himself perfectly acquainted with the Orders issued for his guidance in the 180th page of the General Regulations.

1406. Two soldiers shall be told off to each waggon (one to each side); when carts are employed, two will be placed under charge of one man, an rank and file, under a Sergeant, will march in the rear of the last cart.

of the carts on account of being better horsed, or for any other cause, shall separate from the others.

1407. During the march, half, at least, of the servants will accompany the baggage, and act as a guard. As the duty is often severe, all the baggage guard will, as an indulgence, be permitted to place their packs on the waggons.

1408. If a light car is provided to carry any portion of Officers' baggage, a Corporal and two men will suffice for its protection, since it will never be far from the main body.

1409. After the baggage has arrived, and is arranged for the night in two or three rows (as may be best calculated for the observation of the sentries), the Officer who has had charge of the guard will personally report to the Commanding Officer whether he has performed all that was ordered.

Sickly Men.

1410. When Orders are received for a march, the Officer commanding Companies will send any convalescents, or sickly men, judged too infirm to carry their knapsacks, for the Surgeon's inspection; and the Surgeon will exercise discretion in recommending men to be so relieved, taking care that none impose upon him.

1411. He will promptly suggest arrangements for the conveyance of the sick, and for due attendance on them during the march; and he will send to the Orderly Room a return of the men whom he will be obliged to leave in the Hospital.

Giving over Rooms.

1412. On the preceding day, and early on the morning of departure, Officers Commanding Companies will personally go round their Companies' rooms, kitchen, and washing-houses; for the Commanding Officer holds them responsible that everything is left in a state creditable to the Regiment, and that all Barrack utensils of every description are clean, and properly arranged on the tables, ready for the Barrack Master's inspection. Each article of bedding shall be separately folded (the thread used in marking having been picked out), and placed on each man's cot, ready to be given over. All the corners of the passages, and the parts behind the doors, as well as the shelves, coal boxes, and fireplaces, shall undergo as minute investigation as the spots more obviously exposed.

1413. When the dressing horn sounds, the men will be removed from the rooms, and two active men be told off to sweep out each room, and, if absolutely necessary, wash them. Another will be selected to sweep the passages. Smart lads will do this in sufficient time to fall in with their Companies before the men march off.

1414. The rooms thus cleaned, will be locked up, and the keys retained by the Non-commissioned Officer of the Company selected to remain behind to give over the Barrack to the Quarter-Master. The Non-commissioned Officer will be assisted by a Private, and both will receive Orders from the Quarter-Master, who will give the senior of the Non-commissioned Officers thus left in Barracks, a written memorandum of the precise time at which he is to march off the whole party, to overtake the column.

1415. The President of the Mess Committee will have a mess waiter, similarly retained and marched off with the party, when the mess rooms and kitchens have been regularly given over.

Column of March, and Falling Out, &c.

1416. On the march, the front of the column will be as great as the width of the road will permit, always allowing a free passage for carriages, &c., on one side.

1417. Officers in command of Companies will be attentive to pass the Commanding Officer's word successively from front to rear, or from rear to front, as the case may be; and every Officer is requested to *repeat* his word of command until he finds it is duly taken up. When there is much noise, the Officer or Non-commissioned Officers in charge of the several sub-divisions or sections will assist in passing the word.

1418. The usual place for the Officers and Non-commissioned Officers, when they are marching at ease, is in rear of their respective Companies; the Non-commissioned Officers will be ready to take charge of any man who falls out with the leave of his Commanding Officer, and who is too ill to keep up with the column. A steady Non-commissioned Officer will be in advance of the column, and regulate his pace at little more than three English miles an hour, that is, the rate of the regular quick march at drill.

1419. Every Company will have at least one Officer close to its rear; and those Officers who have the Commanding Officer's permission to ride when the column is marching at ease, will remain on the flank, and not cause the column to lengthen out. The Officers thus mounted will be occasionally requested to carry Orders on the line of march.

1420. The Non-commissioned Officer who falls out with a man, will not quit him, until the man is able to rejoin the column. If another Non-commissioned Officer falls out for a similar purpose, he may take charge of both men, and then relieve the first Non-commissioned Officer, who will at once push forward to overtake the column. Every effort will be made to get the men on with the rear guard; but if the Non-commissioned Officer cannot accomplish it, he will drop back with the men, and bring them up more leisurely.

1421. The Orderly Sergeant of the Company will immediately take down the name of every man of his Company who falls out, and the name of the Non-commissioned Officer who accompanied him, and the hour at which he fell out, the length of his absence from the column will *afterwards* be entered, with any remarks. This return, signed by the Officer commanding the Company, will be given to the Adjutant at the next parade (when he is collecting the reports) and by him to the Commanding Officer the morning after the arrival of the troops at their new quarters, that a list may be made out of such men as require practice in marching.

1422. On actual service, Officers commanding Companies will be provided with tickets, regularly numbered and dated, to give to those men who are too ill to accompany the column, that they may not be taken up as stragglers, and Non-commissioned Officers will not be allowed to remain behind with them.

Breakfasting on the Road.

When within three or four miles of the place where breakfast has been taken, an Officer, with the Pay Sergeants or Orderly Sergeants, will push forward the necessary arrangements. When the men arrive, the rolls will be called, and the men will fall in by Squads, and be marched to the respective houses where their breakfasts are prepared; and each Non-commissioned Officer in charge of a party is responsible that the publicans are settled before the men quit the house. The sale of spirits will be most strictly prohibited; and the publicans, before their houses are engaged, will enter into an agreement that they shall not be paid for the beer that may be consumed, nor allow stronger liquors to be sold. An Officer, or trusty Non-commissioned Officer, will always be in the bar room, to prevent the slightest infringement of this rule.

Servants.

The servants will always be dressed Regimentally on a march. Those belonging to the company the baggage ~~may~~ (and arrangements will be made, by which at least shall ^{may} place their knapsacks (but never their arms) on a waggon. Indulgence is granted, as their services will be required by their masters during the conclusion of the march. They are *en route* to consider themselves as part of the baggage guard; and will be posted over the waggons containing their masters' property.

Party to draw Billets.

Immediately after dinner, on the day preceding a move, an intelligent Non-commissioned Officer having charge of a steady soldier from each Company, who will write, will proceed with the route to draw billets. He will be furnished with a return of the total number for whom he is to draw billets, signed by the Officer in charge, who is answerable for its correctness. This will be shewn, with the return, to the Billet Master.

The Non-commissioned Officer will also, before he starts, be furnished with a set of Billet Returns (Form 48) from each Company, signed by the commanding officer. Great care will be taken, in preparing these returns, to place the squads and comrades together, and to point out the men whom the Officer can allow to be billeted out of his immediate observation. They will be destroyed for six months, in case any complaints should be made by the Officer, of the conduct of any of the men.

The selection for this duty (for the same party will perform it during the march) is a great mark of confidence, and the Non-commissioned Officer in charge will so exert himself, by attention to the regularity of the conduct of his party, and, by a zealous adherence to instructions, that the Commanding Officer shall not think it necessary to put an Officer in attendance of the party. Any man misconducting himself will be reported on the representation of the Non-commissioned Officer in charge, and will be accordingly punished.

When they arrive at a military post, the Non-commissioned Officer will report himself and party to the Officer in command.

1429. Should they by any chance arrive very late at a town, billets will only be drawn for themselves that evening, and for the Corps early the following morning. When, from want of accommodation, some billets are given out of the town, the Billet Master will be requested to billet men in advance rather than in rear. Each Sergeant is entitled to the accommodation of two billets.

1430. The party will always start in sufficient time to conclude their march at least by sunset; if the arrival of the Quarter-Master (or mounted Officer), from any unforeseen cause, be so delayed as to interfere with this arrangement, they will push forward, leaving one of their number, with the Billet Returns, to overtake his party, or accompany the troops next day, as he may be directed.

1431. The Non-commissioned Officer will act as Pay Sergeant to the party, and the Quarter-Master, or a mounted Officer, will bring him the necessary money daily, having previously received it from the Captains of Companies.

1432. In a General Order, dated Dublin, 16th August, 1834, it is stated, that the law adviser of Government had given his opinion, that the penalty for neglecting or refusing to billet soldiers on duty, is a fine of not more than five pounds, and not less than forty shillings, to be recovered by distress, upon conviction before one or more justices; and if the offender has not sufficient goods to meet the penalty, that he may be imprisoned for not more than six months.

1433. A similar penalty is imposed upon any person receiving any consideration for excusing any one from having soldiers billeted on him. A soldier may be billeted in any house within a mile from the place mentioned in the route; but by the 52nd clause of the Mutiny Act, not at a greater distance.

Ordering Meals.

1434. Before he starts, the Non-commissioned Officer of the billeting party will obtain from the Officer to whom he delivers the billets, directions at what stations on the next day's route the publicans shall be cautioned to have breakfast of coffee, milk, bread, cheese, and beer, ready against the arrival of the troops. If, through any delay in the arrival of the Officer, he be obliged to start without seeing the Officer, he will leave with the Private who remains behind, a written statement of the place at which he purposes bespeaking the things. He will also (when he is out of England) be instructed by the Officer as to any arrangements to be made with the most respectable publicans, butchers and bakers, to ensure the men a comfortable dinner after their arrival.

Distribution of Billets.

1435. It is desirable to get the troops into their billets as soon as possible after the termination of each day's march. After drawing the billets, the Non-commissioned Officer, gaining what information he can from the Billet Master and constables or police, will select appropriate quarters for the Staff Sergeant; a suitable place for the sick near the Head Quarters; an upstairs room for the defaulters; a place for the Band to be together; and a guard room, not in a public house. If sufficient accommodation cannot be procured for the whole of the baggage guard in one house, contiguous billets will be assigned to them. The servants will be billeted near their masters. When these billets are

selected, some of the town billets will be laid aside to complete the Companies at the last moment. All the remaining billets will then be separated into as many equal divisions as there are Companies, placing in each heap the houses that lie nearest each other; one heap to consist of those lying towards the north, another, of those lying towards the west, &c. Each heap will have its proportion of distant billets, and a due proportion of Non-commissioned Officers. It will then be determined, by lot, what heap belongs to each Company, in other words, what part of the town each Company will occupy. *(See page 255.)*

1436. Every man of the party will put the billets which he has drawn into his cap, along with the billets given him by the Non-commissioned Officer, to make up the exact strength of his Company; and drawing them out one by one, he will write down, opposite to the names of the men in his Billet Return the quarters which he has chanced to draw for them; but he will first put down the billets of those men who have permission to be out of the town. When he has completed his return, he will tie up his billets with it, ready for the Non-commissioned Officer's inspection. The Non-commissioned Officer will be prepared to give them to the Quarter-Master, or Officer, who will daily ride forward from the main body to receive them, and who will give him back the Billet Returns for the other alternate days.

1437. This Officer will meet the troops a quarter of a mile out of the town and deliver the returns, and several bundles of billets, to the Officers commanding Companies, who will distribute them in a few minutes (after the roll is called), by directing the men to fall in by Squads, comrades covering one another (one in the front, the other in the rear rank). The troops at the same time will be informed what spot they are to regard as the alarm post; where and when their pay will be given out; and what will be the hour for the next parade.

1438. These Billet Returns will be submitted on the following morning's parade, through the Adjutant, for the Commanding Officer's inspection, and then be delivered to the mounted Officer who rides forward to meet the billeting party.

1439. Officers will choose billets by seniority; but the Staff Officers will always be at, or near the Head Quarters' billet. The Sergeant-Major's billet will usually be considered the Orderly Room; and the Orderly Sergeants of Companies, and different Orderlies, will be made acquainted with it. If any Company is billeted at a detached village, its Officers will accompany it.

Issuing Pay, and Orders.

1440. The daily pay will be issued an hour after the arrival of the troops. Before the Companies are dismissed, each Pay Sergeant will explain to the men where he is billeted. If any of the men be billeted a mile off, their pay will be issued at once.

1441. An hour after arrival, the Orders will be taken down in writing, in the Companies' Order Books as systematically as in quarters. Each Pay Sergeant and Orderly Sergeant will carry a small ink bottle on the march, and have some writing paper always at hand.

Hour of Parades.

1442. The time of marching off will depend on the length of the days, and the state of the weather. When it is practicable, the men will have something to eat before they start, provided the evening before, and further refreshment half way, and reach their billets in good time for dinner.

1443. By the General Regulations, there will be an evening parade, attended by Officers, expressly to see that the men are sober, and have cleaned themselves and their clothing, after the march, and that their arms and appointments have been put in order for the next day.

1444. The parade will generally be at five o'clock, in marching order and cloth trowsers, immediately out of the town on the road by which the troops are to march the following day. This spot will generally be regarded as the alarm post, to which the men will instantly repair if the drums beat to arms; but in large towns, the square, or the part of the street in front of the Commanding Officer's billet, will be considered the alarm post.

1445. On Sundays, when the permission of the clergyman can be obtained, the men will be marched to church in marching order. In fine weather, the packs and arms will be left in the yard under the charge of sentries.

Visiting Billets, and Dinners.

1446. Within two hours after the distribution of the billets, an Officer of each Company, attended by his Orderly Sergeant, will visit the several billets, to ascertain that the men are comfortably put up, and that they are getting their things cleaned, and preparing their boots against the following day's march.

1447. The Officers commanding Companies will make such arrangements as will ensure their men being visited at the dinner hour by an Officer of the Company, and take every pains to prevent the soldiers consuming their money in drink. Instances will occur in which soldiers, if they are not carefully prevented, will agree to give up their hot meals for a stipulated quantity of drink. The billets will also be visited at tattoo, by an Officer of the Company, who will ask whether there are any complaints on the part of the inhabitants or soldiers. The Company's Orderly Sergeant will visit the distant billets.

1448. A little before the fall-in sounds each morning, the Orderly Sergeant will visit all the billets, and particularly enquire of the inmates if the soldiers have behaved civilly and orderly. When the morning Parade Reports are made, the Officers commanding Companies will state whether their billets were visited both days, as above directed, what the men paid for their breakfasts (and dinners, when they are out of England), and whether all the meals were comfortable and sufficient.

Orderlies.

1449. When two or more Companies are marched together, there will be an Orderly Officer, whose name will be put regularly in Orders.

1450. He will turn out the guard by day and night; collect the *Tattoo Reports*; afterwards visit a few of the billets, and then personally report

to the Commanding Officer of the Division, whether he finds all quiet and correct. The Orderly Officer will always march with the baggage, and take care of it.

1451. It is his duty to see that proper arrangements are made for the security of the ammunition, and baggage carts, when they are drawn up for the night.

1452. On all occasions, without any reference to the number of Companies that may be marching together, each Company will have its own Orderly Sergeant, who will go round all the billets soon after the arrival of the troops, to see if the men are employing themselves according to Orders, and whether they have any complaints to make respecting the accommodation. He will also warn them at what hour they are to march on the following morning, and let them know the number of the house and street where he is himself billeted.

1453. The Orderly bugler's billet will be close to the Sergeant-Major's.

1454. Field Officers' Orderlies, and all others, will at once make themselves acquainted with the billets of the Staff Officers.

Rear Guard.

1455. When several Companies are marching together, the main body of the rear guard, under a Sergeant, will be one hundred and fifty yards in rear of the column. It will be the duty of the Sergeant to take charge of the prisoners, and assist the Non-commissioned Officers who fall out of the ranks in charge of the weakly men.

1456. The guard will not willingly pass any stragglers, ^{but} wait a little for them, and endeavour to bring them up, and instantly make a prisoner of any man whom they find straggling without a Non-commissioned Officer, or a ticket of leave.

Occupation of new Quarters.

1457. The day before the troops arrive at new quarters, the Orderly Officer, the Quarter-Master, and the Quarter-Master-Sergeant, and a Non-commissioned Officer, with the Cooks from each Company, will make a forced march into quarters. The Color Sergeant (unless he be the party sent forward) will previously have given to each Non-commissioned Officer written instructions, signed by the Officer commanding the Company, relative to the quantity of bread and meat to be drawn from the contractors, the weight of potatoes to be purchased, and the sum to be expended in herbs, &c. The Quarter-Master will have previously obtained information whether the troops will be entitled to fresh straw; as, in such case, two additional men from each Company will accompany the party to fill the palliasses. An Orderly, who will remain on duty for twenty-four hours after the arrival of the party, will also accompany the Quarter-Master, and be attached to him. That Officer will also be entitled to an Orderly the following day.

1458. The Quarter-Master will take the strength of each Company with him, and when he has received over the Barracks (knowing that the Companies are placed in Barracks as they stand in column), he will make out a list of the rooms, and appropriate the required number to each Company. The keys of these

rooms will be given over to their respective Sergeants of Companies who accompanied the party, and who will be temporarily responsible to the Officers commanding such Companies, that the damages are properly entered.

1459. On the arrival of the main body, and before the dismissal of the parade, the Sergeants will show the rooms to the Officers respectively commanding their Companies, who will immediately tell off the Squads to occupy them, and satisfy themselves of the correctness of the damages. The Non-commissioned Officer in charge of each Squad will then be desired to put up the cards, on which the names of their men are entered (one on each bed, comrades adjoining); and then, *and not till then*, the men will be sent to their rooms, and be desired to follow the Standing Order, in placing their haversacks, packs, caps, &c. Directly after this, *but on no account before*, Officers will select their quarters without loss of time, and communicate them to their servants, so that the carts may without useless delay leave their baggage at the doors of their respective houses. (See 350.)

1460. It is expected that the party sent on in advance will have all the beds filled with straw, strictly according to the directions in (1012); and the dinners cooked against the arrival of the main body.

1461. Half an hour after the arrival of the troops, the dinners will be served with as much precision, as if the men had been in the Barracks a month. A great test of organization of a corps, is the promptitude with which it accommodates itself to new quarters; and where a system works well, everything to the minutest detail will be as regularly conducted on the day following the occupation of the new, as immediately before quitting the last quarters.

1462. After dinner, fatigue parties will be told off for unloading the baggage.

1463. No Company will be allowed out of Barracks, until the Officer commanding it, satisfied that his men have properly cleaned all their appointments (and, if it be summer time, washed a pair of trowsers), shall direct the Sergeant of the Guard to pass them out. The exact hour at which each Company was so passed out, will be stated in his report.

1464. The mess servants, with such utensils as are indispensably necessary to provide a dinner on an emergency (being the very last articles packed and used at the last dinner in the quarters quitted), will make a forced march along with the Quarter-Master's party, in order, if it be required, to prepare a dinner for the Officers.

1465. If the Regiment be encamped, every tent will be marked with a number, and be given over (with the bags and pegs, &c. belonging to it) to the Non-commissioned Officer in charge of the men who are told off to occupy it, and who alone will be accountable for all damages of such tent, and its appurtenances. Being chargeable for all pegs lost or improperly injured, the men will be cautious not to drive them into the ground with hammers or stones. They will be also warned to slacken the ropes whenever it begins to rain.

1466. A knowledge of an expeditious and effective method of hutting may be of the utmost advantage on service. Some troops in the late Peninsular war, when better means could not be obtained, were retained in health by *sheltering* themselves with their blankets in the following manner:—The men *bivouacked six together*; each carried a blanket; their firelocks formed a frame

work (marquee fashion), over which two blankets were spread; the men lay on the other four: the bayonets were fixed in all the firelocks; two formed the ridge pole, supported at each end by two, whose muzzles crossed, the butts resting on the ground about four or five feet apart; the bayonets passed through holes in the blankets. Lieutenant Eyre, in his account of the disastrous campaign in Afghanistan, last year, mentions, that whilst the regular troops were perishing in numbers from the cold, about twenty Jazeelches, who still held faithfully by Captain Mackenzie, suffered little, owing to their systematic mode of proceeding. Their first step on reaching the ground was, to clear a small space from the snow, where they then laid themselves down in a circle, closely packed together, with their feet meeting in the centre; all the warm clothing they could muster among them being spread equally over the whole. By these simple means, sufficient animal warmth was generated to preserve them from being frostbitten; and Captain Mackenzie, who himself shared their homely bed, declared he had felt scarcely any inconvenience from the cold.

XIV.—ORDERS CONNECTED WITH AN EMBARKATION, AND DUTIES ON BOARD.

1467. When the Regiment is on home service, at the first rumour of an embarkation for foreign duty, a copy of the Regimental Register will be commenced, to accompany the Regiment (the original records being always left with the Dépôt).

1468. All the Officers will make themselves thoroughly acquainted, before they embark, with the instructions given in the General Regulations respecting their duties on board ship.

1469. On the receipt of Orders for the Regiment to hold itself in readiness to embark, Officers commanding Companies will immediately recall any man who may be absent on furlough; and will send a return to the Orderly Room, impartially recommending those women whom they think most deserving of a passage. They will be guided in their selection by the moral character of the different claimants, and by the consideration that no woman, who is not naturally industrious, can be useful to the Regiment. The return will name the women in the order in which they are most recommended, and shew the number of children also belonging to each woman, and whether they are above or below ten years of age. It will also be remembered that Sergeants' wives can only be embarked in the same proportion as in the ranks, viz., six women to one hundred men. A committee of Officers will generally be nominated, to give their opinion of the claims of the several applicants throughout the Regiment. When there are any whose pretensions are similar, the selection will be determined by drawing lots.

1470. As the Commanding Officer has no authority or power whatever to allow more than the regulated number to embark, the Captains of Companies will recommend all those who are prohibited from accompanying their husbands, to avail themselves, without loss of time, of the regulated Government allowance

and to proceed to their homes. A list will be sent into the Orderly Room, from each Company, of those who are entitled to the allowance.

1471. Officers commanding Companies, will also send a return to the Orderly Room of the number of duck frocks, and quantities of sea necessities, which they are likely to require for their Companies during the voyage, that the Quarter-Master may, under directions from the Lieutenant-Colonel, make arrangements for procuring them on advantageous terms, by tenders from some of the most respectable tradesmen, on the principle named in (1129). An estimate will also be required, of the probable quantities of regular necessities that will be wanted during the six months succeeding the embarkation.

1472. They will be required to send in a nominal return of the temperance men of their respective Companies, carefully distinguishing those who may wish to receive a double allowance of sugar, chocolate, and tea, while they are on board, as a substitute for their spirits, from those who would prefer being credited with the usual penny a day.

1473. All the baggage shall be securely corded, and the word "cabin" be marked on every trunk that is not to go into the hold. The cabins being small, the Officers will find the convenience of sending everything below that is not indispensably requisite. Everything not marked "cabin" will be stowed away in the hold; for nothing will be admitted on board that shall encumber the decks, or in any manner interfere with the accommodation of the troops, or thorough ventilation.

1474. When the Regiment embarks in different transports, the baggage of the Mess, Hospital, and Staff Officers, will be divided among the different ships in fair proportion.

1475. The new clothing will generally be packed up before embarkation. The ornaments of the chaco and forage caps will be kept in the knapsacks.

1476. The men will usually wear their shell jackets, or old coattees, under their smockfrocks; but in hot weather the jacket need not be worn. Unless the weather is severe, the white trousers will commonly be worn; the old cloth trousers being kept as a change after getting wet. The white trousers and shirts, &c., will easily be washed by Davis's patent soap, of which a portion will be laid in for each man. Tallies of wood, or tin, and nets for the meat and potatoes, will also be procured for the messes; and Officers commanding Companies will cause each man to be provided with a small piece of linen, on which his name is clearly written, that he may sew it on his hammock or bedding as soon as it is served out to him on board.

1477. The locks and barrels of the firelocks, both inside and out, will require oiling before embarkation, to prevent rust; and the muzzles and touchholes will be plugged up.

1478. To prevent accidents, the men when they are getting on board, and stepping in and out of the small boats, will carry their knapsacks and pouches in their hands.

1479. Any man who shall be drunk on embarkation, will have his grog stopped during the whole voyage, in addition to any other punishment.

1480. Discipline is as easily enforced on board as on shore, the facilities for *holding Regimental Courts-Martial* being the same; but there is this difference,

the Court being obliged to adjudge a punishment that can be readily inflicted, will generally, if the prisoner is guilty, be under the painful necessity of adjudging corporal punishment, instead of hard labor or solitary confinement.

1481. The berths will be told off to the different Companies from right to left; and each Company will subdivide them among their Squads, in the same order. Each berth will usually hold six men, two of whom will be placed in each watch, so that only four of them will ever be below at the same time. The blankets of each berth will be neatly folded up and laid together; nor will any excuse be admitted for bedding, great coats, or any clothing being found about the decks. If some hammocks also be served out, it will be of advantage to the occupants of the standing berths, to appropriate the hammocks to the convalescents and servants who remain below all night.

1482. If there be a plentiful supply of hammocks, and few berths, the berths will be reserved for the women and children, and for such of the sick as are too ill to turn out. To allow of the freest circulation of air, all the hammocks (the blankets enclosed in them) will be neatly lashed up, and stowed away in the nettings (or such place as may be appropriated for their reception), an hour after sunrise (weather permitting). They will be hung up before watch setting of an evening, under the superintendence of the Orderly Subaltern. The exact place where their hammocks are to be slung at night, and placed in the netting during the day, will be told off in the manner explained in the preceding paragraph respecting berths. As nothing more conduces, at sea, to the preservation of health, than the freest circulation of air, Officers commanding Companies, and the Quarter-Master, are strictly enjoined to allow as few boxes as possible to be kept between decks: under no plea will married men be permitted more than one of the regulated size.

1483. Every watch, generally composed of one third of each Squad, will daily tell off four swabbers, two for each side of the ship; whose duty it will be to clean up any dirt that may be accidentally made on the decks or poops. The Non-commissioned Officer in charge of the watch will keep this roster.

1484. A smart Non-commissioned Officer will be selected to take charge between decks; and four swabbers will be told off daily from each Company to clean the berths, decks, &c., on the men being turned up. The boards of the lower berths will be taken up thrice each week. The Color Sergeants of Companies will keep the roster for these swabbers; but men will be allowed to volunteer for the duty. Such volunteers will not be required to take their guard; but they will keep their night watches: they will receive their orders direct from the Non-commissioned Officer who superintends between decks.

1485. The Band will take their night watches; during the day they will practise.

1486. Every man, when he lies down at night, will strip in the same manner as on shore.

1487. The men will change their linen on Sundays and Thursdays, as usual; and Monday and Friday mornings will be appointed for washing it. Clothes' lines will then be rove for drying the things, which will not be exposed on any other days, excepting the frocks on Wednesday mornings, when they will be scoured, the men parading in their shell jackets or old coats.

1488. The forage caps will be tied with a string to a button hole, to prevent them from being blown overboard.

1489. The watches being told off to distinct parts of the ship, to assist in working her, the Non-commissioned Officer in charge of each party will, on every change of watch, call the roll of his party, and be answerable for their presence.

1490. Messes will generally consist of eight men, for the convenience of dividing the meat (the beef being salted in pieces averaging eight pounds, the pork four pounds). Thus four berths will generally form three messes.

1491. Servants will attend the evening parade.

1492. The morning watch will bathe whenever the Surgeon thinks the weather sufficiently warm.

1493. The men's hair will be cut close.

1494. For slight irregularities, Officers commanding Companies have the power to stop to the extent of three days' grog. This punishment will be verbally reported to the Commanding Officer, at the hour named for morning parade. A return, signed by the Officer commanding each Company, will be given to the Quarter-Master, of the stopped grog, which, by the General Regulations, can never be returned to the men who have forfeited it.

1495. A nominal roll will be required by the Purser, of every person that is to be victualled on board, and it will be prepared beforehand, in duplicate, by the Quarter-Master; one copy to be given to the Paymaster. The roll will point out accurately the temperance men, and distinguish those who are desirous of receiving a double allowance of sugar, chocolate, and tea, as a substitute for their spirits, from those who may wish to obtain the penny per diem liquor money.

1496. A wooden spoon for each person victualled, one bowl, a pint and a half pot, and a platter for each mess, may be drawn on board. Any of these articles that are deficient, or carelessly broken, will be charged against the troops on their quitting the ship: the spoons two pence each; any of the other articles two shillings and sixpence each.

1497. Young soldiers will be cautioned never to omit, when they draw up water, to fasten both ends of the bucket rope carefully, one to the handle, the other to the ship.

1498. The following is the Scale of Rations at present allowed :—

	Bread.	Beer.	Sugar.	Cocoa.	Tea.	Salt Beef.	Salt Pork.	Flour.	Peas.	Oatmeal and Vinegar.
The allowance for a man, every	lb.	gl.	oz.	oz.	oz.	lb.	lb.	lb.	pt.	
other day	1 1/2	1	1	1	1	1	1	1	1	To each man weekly not exceeding one-third of a pint each.
Ditto ditto	1 1/2	1	1	1	1	1	1	1	1	To each woman weekly not exceeding one quarter of a pint each.
The allowance for a woman, every	lb.	gl.	oz.	oz.	oz.	lb.	lb.	lb.	pt.	
other day	1 1/2	1	1	1	1	1	1	1	1	
Ditto ditto	1 1/2	1	1	1	1	1	1	1	1	

The salt beef and flour, or salt pork and peas, are substituted for fresh meat and vegetables. Of the former, men are allowed two-thirds of a pound, women half a pound. Of the latter, men one-third of a pound, women one quarter of a pound. *of Vegetables*

A child under ten years of age has half a woman's allowance. Children above ten years of age are victualled as grown up persons; the males as soldiers, the females as women. By subsequent regulations, neither spirits nor wine will be served to women and children; but the stoppages of these articles will be made good to them by their being allowed double the prescribed rations of sugar, cocoa, and tea.

Suet and raisins, or suet and currants, can be substituted for one-fourth part of the above proportion of flour: one half of the said fourth part in suet, and the other half in raisins and currants, at the following rates:—

Half a pound of Suet is considered equal to one pound of Flour.

Half a pound of Raisins, or } ditto ditto.
Half a pound of Currants . . . }

In case it should be found necessary to alter any of the above species of provisions, and issue substitutes—

One quarter of a pound of soft Bread, or	} is equal to one pound of Biscuit.
One pound of Rice, or	
One pound of Flour	
One pint of Wine, or	} „ one gallon of Beer.
A quarter of a pint of Spirits . . .	
One ounce of Coffee, or	
A quarter of an ounce of Tea . . .	} „ one ounce of Cocoa or Chocolate.
One pound of Rice, or	
One pint of Calarences, or	
One pint of Dhroll	} „ one pint of Peas.
One pound of Rice	
One pound of Butter	
Two pounds of Cheese	„ one quart of Oatmeal.
A quarter of a pound of Onions . .	„ one pound of Sugar.
	„ one pound of Cocoa or Chocolate.
	„ one pound of other Vegetables.

1499. *Scale of Lemon Juice and Sugar.*

	Estimated length of Voyage.	Period for which they are supplied.	Proportion for every 100 Persons embarked.	
			Lemon Juice.	Sugar.
To Jamaica and the West Indies } in general	Two Months.	Five Weeks.	galls. 110	lbs. 110
Halifax	Six Weeks.	Three Weeks.	65	65
Cape of Good Hope	Three Months.	Two Months.	175	175
Gibraltar	One Month.	Two Weeks.	44	44
East Indies	Five Months.	Four Months.	350	350

1500. The Quarter-Master will draw and issue the bedding and rations. He will keep a regular account of the latter, both with the ship's Purser and each Company, according to Form 61.

1501. If the men wish it, potatoes may be embarked for their use; but not more than three quarters of a pound daily, for a period of five or six weeks, beyond which time they are not found to keep in sacks.

The Officers of the Day.

1502. The Officers of the day will come on duty at guard mounting.

The Subaltern.

1503. The Subaltern being responsible for the guard, will inspect it after it has been given over to him by the Adjutant. He will march it off, and consider himself its Officer, turning it out at uncertain hours. He will personally superintend the cleaning of the berths and decks; and report to the Captain of the day when they are fit for his inspection. He will pay great attention to the hanging of the windsails, and personally ascertain that none of the iron tube ventilators are ever choked up; and see that the meals are regularly served and properly cooked.

1504. On the bugle sounding, after dinner, for grog, he will punctually attend to see the rum issued by the ship's steward to the Quarter-Master-Sergeant, when it will instantly be distributed to the men. The rum will never be taken from the stores, unless an Officer is present; and he will be very particular in seeing that the exact complement is issued, according to the return for the day, handed to him by the Quarter-Master-Sergeant and signed by the Quarter-Master (who will also generally be present). The strength of the spirits the Orderly Officer should see occasionally tested with the glass beads, which the steward will produce when requested. The whole quantity will be mixed immediately with three parts of water, according to General Orders; and the roll being called, he will see each man drink his allowance at the tub. On no pretence shall any be taken away; nor shall any man give his share to his comrade. If any be not drunk, the Officer will occasionally give an extra allowance to the cooks and swabbers; and see the remaining quantity thrown overboard, after it has been carefully measured to ascertain that the just proportion of rum and water were put into the tub at first.

1505. He will always be present at the issue and weighing of all provisions; receive from the Quarter-Master-Sergeant a memorandum of what is to be drawn (signed by the Quarter-Master); and see that strict justice is done to the men.

1506. He will visit between decks after dinner; and after the men are in their hammocks or berths, with a lantern, when all but the men on guard and the watch, will be lying down undressed. He will see that the partitions of the married people are duly taken down of a morning, and not again put up until the regular time; that there is no smoking between decks; that the different sentries are alert, and understand their orders; that the hammocks or bedding are regularly brought up each morning, and properly stowed away, and each evening taken down at the appointed hours, or at any time during the day on the appearance of rain.

1507. Immediately after the lights are extinguished, he will report to the Commanding Officer their being out. He will verbally report the performance of his several duties to the Captain of the day, or if there be none, to the Commanding Officer.

The Captain of the Day.

1508. The Captain of the day will be careful that the Subaltern fully understands the several duties required of him. He will assist the Subaltern in the performance of them, and consider himself responsible to the Commanding Officer that they are all done correctly.

1509. When he comes off duty at guard mounting time, he will personally report to the Commanding Officer that he and the Subaltern have duly complied with the detailed instructions, and that there was no irregularity of any kind (or, as the case may be).

1510. It is the duty of the Orderly Officers during the day, and of the Officer of the watch by night, to furnish the men required for assistance of the ship's company, and to see that they work with silence and alacrity.

1511. The Officers of the day will be particular in preventing the men from attaching any articles to the running rigging.

1512. The lights will be out in the Officers' mess cabin by ten o'clock. The Captain of the day will report any infringement of the Orders.

XV.—BATTALION DRILL.

1513. To preserve uniformity in the Drill of both Battalions, the following memoranda are drawn up for the guidance of all the Officers and Non-commissioned Officers.

LEADERS.

Shifting from one Flank to the other.

1514. All passing and re-passing from one flank to the other of Companies, will, on all occasions, be performed by leaders and coverers at the double, except by the former, when they shift by the *front* during a wheel.

When they are required to change flanks, as a general rule, they will shift on the caution; but this will not be the case in echelon formation from the *halt*, for they will then wait until the command is given for their Companies to wheel so many paces. If the wheel is made whilst the Battalion is marching, and the leaders have to shift from a pivot flank to a wheeling one, they will pass by the *front*, turning towards the men to superintend the wheel; if from a wheeling flank to a pivot one, by the *rear*. In other words, they will change flanks by the shortest road.

In echelon, on the command "*Wheel back into line*," each leader will take a pace to the front, face towards his Company, and dress it.

~~If their Companies have to wheel on the moveable pivot, they will do so during the wheel.~~

The Battalion being in line, leaders will shift by the *rear*; but, on their Companies closing to the right, or left, an *undefined* number of paces, they will place themselves by the *front*, three paces in front of the flank nearest to the centre of the line. The leader also of the named Company on which any distance column is to be formed (having to shift) will change by the *front*. All re-passing will be by the *rear*.

When their divisions are faced in file, or by sections of threes to a flank, they will shift by the *front*; therefore the leader of the right flank Company will shift by the *front*, on the command "*On the two centre sub-divisions form square*;" but the leader of the right centre Company will then shift by the *rear*, being the solitary exception to the general rule.

Leaders will shift on the caution (the Battalion being in line) "*From left of Companies pass by files or threes to the front or rear.*"

Leaders of the right wing will shift on the caution "*The Battalion will advance or retire by wings,*" and re-shift to their places on the caution to "*Re-form line.*"

The leader of the Company on the right of the line will shift on the caution "*Right division to the front, remainder right shoulders forward.*"

On the caution "*Advance by double column of sub-divisions from the centre,*" leaders of Companies of right wing will shift to the rear of the right flank of their left sub-divisions.

Formations of Line.

1515. When a column is formed from line or echelon, solely in order to form a square, leaders will not shift. The commander of the leading Company will shift to the centre of the square, on the succeeding Company being halted. The commanders, coverers, and supernumeraries of the two rear Companies, will get into square on the preceding Company receiving the word "*Sections outwards.*"

The pivot flank of all double columns is the proper left, without any reference to the rank of the leaders on either flank. Therefore, in *retiring from both flanks in rear of the centre*, the leader of the left centre Company will give the word "*Right about face,*" to the two centre sub-divisions of the Battalion (of which he will take the command, as it is the rear rank which is temporarily in front), *after* the preceding sub-divisions have nearly completed their second wheel.

On the caution to form any distance column on any Company, leaders will place themselves on the flank nearest to the named Company. On the caution to form any distance column *facing to the rear* on any Company, they will place themselves on the flank farthest from the named Company. They will do the same (excepting the leader of the left centre Company) on the command "*Change front to the rear on the centre.*"

If the column is to be *right* in front, the three leading files will disengage to the *right*, and *vice versa*.

If the column is to be formed "*Facing to the rear and right in front,*" every Company will countermarch to the *right*; therefore the Company on which the change is made, will receive from its leader the words "*Left face,*" "*Right countermarch*" (so as to lead to the new point, not from it); *vice versa*, if the column is to be *left* in front.

If the change is made by sections of threes, the section nearest the Company on which the formation is to take place, will wheel on its centre file.

Companies marching into open column, in *front* of the Company on which the formation is to take place, will march, not on their own coverers, but on the coverers of the Companies respectively preceding them into column.

On the caution to "*Wheel backward or forward*" into column of *sub-divisions* or *sections*, leaders will place themselves one pace in front of the centre of the *sub-division* or *section* which will become the leading one.

N. B.—This rule obtains when the wings of a column are changed by *double*

files from the centre; for, on the command "*Two centre sections outward wheel*," the leaders of all the Companies, excepting the rear one, will shift to the centre of the third section from them, as that belongs to what will become the pivot sub-division. The leader of the rear Company, on the first caution "*By double files from the centre rear wing to the front*," will instantly face his sub-division inwards, and align himself with the leading file of what will become the pivot sub-division.

Formations from Column.

1516. Leaders will shift by the front in every distance *halted* column; by the rear in every distance column *in motion*.

They will shift when the command is given "*Form line to the reverse flank*."

When a close or quarter distance column marches to a flank, leaders will not shift, unless the order is given "*Change your flanks*."

When a close or quarter distance column changes front by the "*Wheel and countermarch of sub-divisions round the centre*," only the commander of the leading sub-divisions will give the word "*Wheel*," or "*Shoulders forward*." After the wheel, such sub-divisions will advance at a shortened step.

In countermarching by files or ranks, on the caution to *face*, leaders will take a side step outwards, and face inwards.

On the caution "*By successive divisions rear wing to the front*," each leader will shift and successively face his Company to the reverse flank, immediately after the preceding one has received the word "*Front turn*." He will allow his Company to pass him, and remain on the inner flank until his Company align with the leading Company of the former column, when he will replace his coverer (who will have led the Company whilst filing) on the proper pivot flank.

N.B.—In a similar manner in the caution (from line) "*Move off in column of divisions from the right flank along the rear*," all the leaders will shift, and each Company will be successively faced (as the preceding one gets the word "*Front turn*,") and file past its leader, who will remain on its inner flank, not only until it clears the line, but until the command is given, "*Change your flanks*." In both movements, leaders will take great pains to march off their Companies as soon as possible, that no distance may be lost.

Deployments.

1517. In deployments, when any distance column is ordered to deploy, leaders and coverers in front of the Company on which the change is made, will shift, those in rear will not.

If any leader (when he is deploying) shall allow his Company to march too far before he gives the word "*Front turn*," the succeeding leader will give his word "*Front turn*," as much too soon as the other was too late.

When from column right in front line is formed on any division by deployment or echelon, the leader of the named division will shift at the same time that the other leaders shift.

Echelon.

1518. When from open column line is formed on the front division by echelon, each leader (after shifting) will remain on the inner flank of his Company until he nearly touches the flank rear rank man of the Company that preceded him into line. He will then give the word "*Shoulders forward*," quickly place himself in front of the second file (from him) of the Company just formed in line (or beyond the coverer, if its dressing is not completed), give the word "*Halt*," so that his own division shall align with the rear rank of the Company formed; and then a slight pause intervening, the command "*Dress up*," thus leaving one clear pace on which to complete the dressing of the Company.

If the line is formed on a rear Company, the leader will stop in front of the flank file of the Company in line before him (allowing his own Company to march on), and time his command, "*Shoulders forward*," so that the pivot man, on concluding his pace, shall align with the rear rank of the Company just formed in line (supposing that Company's dressing is correct). When his Company has received from him the command "*Halt front*," it will stand exactly as before described, having one clear pace to dress up to.

Dressing.

1519. The principle of having one clear pace to *dress up to* (which will be done by the men very gradually) after the "*Halt*," will hold whenever a line is formed by Companies successively (but the front Company of a column deploying will not dress up a pace). When men are brought up at the double, two paces are to be allowed for the dressing up.

The incorrect dressing of a preceding Company ought not, at any time, to affect the dressing of the succeeding, for each will have two points to dress on.

On any formation of lines, the dressing will be made by every Company from the point of appui (viz., the flank or pivot from which the formation commences) to the distant one.

Forming line to a Flank.

1520. On the caution, from double columns of sub-divisions on a march, "*Form line to the right*," leaders of the ~~two~~ wing will shift (by the rear) to the right flank of their sub-divisions. During the wheel, the leaders of the Companies of the right wing will turn to the rear sub-divisions (superintending the wheel), and thus move towards the right of their Companies. The leaders of both wings will therefore dress from the right (the point of appui). During the wheel, the coverers of the right wing will run out, and facing the point of appui, mark where the left of their Companies will rest in line; thus coverers of both wings will give points alike.

In all cases when divisions or sub-divisions successively wheel to the reverse flank into line, they will wheel at the double.*

In opening to full distance from any closer column, the leaders who face about will halt their own Companies. The Companies which do not face about

* The performance of such wheels as the double, instead of the quick, is the only departure sanctioned in these memoranda, from the instructions in the Field Exercise.

will be halted by their leaders respectively in rear. In other words, every leader is answerable for the distance of his own Company.

Coverers.

1521. Coverers will change flanks by the rear at the double, and as a general rule, shift when their leaders do.

In all formations they will run out when twenty paces distant; excepting in deployments, they will then run out when half their division is clear of the one on which it will have to form. When they take up points in column, they will judge well their distance whilst running up; for it will be impossible to march up a Company with all the pivot flanks of threes (or front rank, if in file), properly covering, which is essential to correct dressing and parallelism of the Companies, if the leading men are following the motions of a coverer, who is constantly shuffling to the front or rear.

Deployments will be made by *files* from a close column, at any other distance by *threes*. As all deployments are invariably on the *front* base, the coverers of the named Company on which the formation is to take place (that is, its coverer and senior Sergeant) will run out at the caution to the front, if at close column, taking up the distance at one pace distance (that is, with an interval of six inches of daylight between their arms and the breast of the men respectively on their flanks), if at quarter, or any greater distance at three paces. These paces are to be reckoned from the heels of the front rank men of the first division; but if the deployment is on the front division, the coverers will take up the points as if at close column. All coverers will face inwards, that is, towards the point of appui (the point from which the formation commenced); therefore, in taking up covering for a central Company, they will place themselves on the flank files, and face towards the centre of the front Company. The other coverers, as they run up, will judge their distances, so as to be opposite the flank files of their respective Companies. They will respectively return to their places (by the rear) on the third Company from them getting the word "*Eyes front*."

When, in the course of Battalion drill, their Companies move in file or sections of threes, they will lead (in the former case the front rank, in the latter the centre of the leading section) their respective Companies, until required to run out and give points.

When from column, the wings are changed "*By double files from the centre*," coverers will lead the front rank of the sub-division that will become the pivot one. Whilst the Company is forming up into line, they will oblique by the *pivot* flank, in order quickly to fall in rear of the second file.

In diminishing or increasing a column, they will take up any distance, except on an increase from a halted column of sub-divisions.

In all formations, they will not take distance for any Company but their own, except when an oblique line is formed from a direct echelon; in which instance, they will take up the distance of the Company in advance of theirs.

They will cover the second file from the pivot (when in sub-divisions or sections, being in rear of the leading one), except in close column, when they cover their leaders.

When in column of sub-divisions or sections, and there is not an Officer for each, they will command the second section (or sub-division).

On the caution to a close column "*Open from the rear division*," they will shift to the second file from the pivot; but when the column opens from the *front* division, they will not shift until the word "*Right about face*." They will act on this principle when the column opens from any central Company.

On the caution to "*Countermarch by files or ranks*," they will instantly (if not already there) cover their leaders; they will face about when their Companies face; and when the countermarch is by files, step back a pace to align with the front rank.

On the caution to wheel into line from open column, they will place themselves on the right of their Companies, if the wheel is to the *left*; remain by the second file, if to the *right*; but the coverer of the leading Company, if there is no supernumerary Sergeant (whether right or left is in front) will run out to mark where the outer flank will rest; and this he will do, whether the wheel is from the halt, or on the moveable pivot.

On the caution to "*Wheel into column*" (from line), the coverer of the division which will become the leading one (if there is no supernumerary Sergeant), will run out to mark where the reverse flank of his Company will rest. On the word "*Eyes front*," he will shift to his usual place.

On the command to "*Wheel so many paces into echelon*," if the wheel is forward, the coverers will pass to the front by the pivot flank (the one on which the wheel is made), to be enabled quickly to count to the eighth file. They will then, from the centre of that file, step the ordered number of paces on the circumference of a circle of which the pivot man is the centre. They will continue so faced, until their respective Companies receive the word "*Eyes front*." They will return to their places by the reverse flank. When the wheel is *backward*, after stepping the ordered number of paces, they will face about, so that they may be faced in the same direction as their pivot men. As each Company is dressed on its pivot and eighth file, the latter will not be allowed to move after coming in contact with the Sergeant.

When the wheel is from line (whether backward or forward), they will all commence stepping the ordered number of paces together, being guided by the Sergeant on the flank to which the wheel is made.

When the Battalion in line changes its direction by echelon on the centre, the ordered number of paces will be stepped from the eighth file from the Sergeant between the colors.

In echelon of Companies (whether oblique or direct), coverers will be on the reverse flank of their Companies, aligning with the front rank.

In changes of position, by means of the open column, coverers who have run out in front of the Company on which the change is made, will rejoin their Companies by the pivot flank (that is, by the shortest road).

On the caution, from line "*Form square on the two centre divisions or sub-divisions*," the coverers of the two flank Companies will run out to mark the rear angle of the square.

Supernumeraries.

1522. When the Battalion is in line (whether at close or open order), Supernumeraries will be always three paces in rear of their respective Companies. They will be dressed by a mounted Officer, or the Sergeant-Major. The position of the senior Officer and Non-commissioned Officer of each Company is in rear of the 4th section from the reverse flank; the next senior in rear of the 3rd; the next in rear of the 2nd section.

The Officers will cover the second files from the reserve flank of their respective sections, the Non-commissioned Officers the second file from the ~~first~~ ^{reserve} flank.

In quarter, half, and full distance columns, Supernumeraries will be posted at one pace in rear of their respective sections. In deployments, they will move and halt with their respective Companies, whether marching in file or by threes.

In close column they will be posted on the reverse flank (the Officers aligning with the front rank). When the close column countermarches they will countermarch on their own ground.

In all formations of sub-divisions or sections (from file), the Supernumeraries will turn and follow in rear of the files on the reverse flank of which they were marching.

This rule holds good when the wings of a column are changed *by double files from the centre*, for the Supernumeraries will march as a central rank (led by a Non-commissioned Officer, who aligns with the leading rank of fours) between the two sub-divisions, and when the Company forms up, they will move to the sections which the change of pivots gives them.

Whenever sub-divisions or sections are formed (from file), the Supernumeraries (whose duty it may be) will take charge of them, placing themselves on the pivot flank. Supernumeraries will give every word of command to bring them into Battalion line, or square, &c., but will not then dress them.

In retiring from line by sub-divisions, from either or both flanks, it will be during its first wheel, that each senior Subaltern will take charge of his retiring sub-division, and post himself on its inner flank.

In diminishing any column, the Subalterns will take up the distances and covering for the sub-divisions (or sections).

When a quarter distance column gains ground to the reverse flank, by the echelon of sections, the covering will be taken up by the senior Subaltern.

When the Battalion wheels into line or column (either on the halted or moveable pivot), the supernumerary Sergeant of the leading Company (if there is not one, the covering Sergeant) will run out to mark where the outer flank of his division will rest.

Supernumeraries will close up (the Battalion being in line) on the caution—

1. *"The Battalion will retire (by divisions or sub-divisions) from one flank in rear of the other,"* or *"from both flanks in rear of centre."*

2. *"The Battalion will move off in column of divisions (or sub-divisions), from the right (or left) flank along the rear."*

Having to shift (from the pivot flank being changed) about the time that their Company wheels, they will shift during that wheel.

The supernumerary Sergeant of the division on which a deployment is made will move to the front (as well as the covering Sergeant), on the caution, in order to give a base point.

Supernumeraries have always an important duty to perform, viz., to make the men near them pay the utmost attention to their drill; to mark and report all who are in any way slovenly; to attend to the correct dressing, and proper locking up, of the rear rank, especially to close locking up in file marching; to see that no time is lost in file firing, and yet that it is done coolly and deliberately; and to bring to the notice of the Officer commanding the Company, any man guilty of the least inattention or unsteadiness.

When the Battalion is inverted, the respective senior Subalterns will tell off the Companies from right to left, afresh.

Directing Sergeants and Colors.

1523. The Battalion being in line, the Directing Sergeants will be posted; one between the colors, one covering him in the rear rank, and again another covering him in the supernumerary rank.

In column, in echelon, and when the Battalion from line passes to the front ~~rank~~ or rear, from right or left of Companies, the colors and centre Sergeants will act precisely as a distinct Company. They will cover the 3rd, 4th, and 5th files from the centre of the Battalion.

In direct echelon, they will be in the interval between the centre Companies, directly in rear of the central flank of the leading one.

When a wheel into column (from line or echelon) makes it necessary that they march to a flank, they will receive the command, after having wheeled parallel to the other divisions, "*Right or left half turn,*" from the Officer carrying the king's color, who will command. In some movements, they will "*Double*" to get to their places.

On the command "*On the two centre sub-divisions form square,*" they will take four paces to the rear, to gain the position assigned to them in the square.

On the caution "*from double column of sub-divisions form square,*" the colors which were in rear of the two centre and leading sub-divisions, will fall directly to the rear of the two following sub-divisions, the centre files of which will give way to allow them to pass through.

After an advance, on the command "*Prepare to charge,*" they will mark time until they get to their places.

On *advance by alternate wings*, a directing Sergeant (who moves out on the caution) will be six paces in front of each color (one of which will continue on the inner flank of each wing). These Sergeants will resume their post in line, when their respective wings halt, and again move out as the ~~men~~ *shoulder* after firing.

In all formations of lines on the centre, the front rank centre Sergeant will move out and face to the *left*, to give the point of appui.

Mounted Officers.

1524. Mounted Officers having to pass to the rear, through the centre of a Battalion in line, will go through the opening made by the wheel back on the *right, of four files* on the left flanks of the right centre Company.

The senior mounted Officer (not the commander of the Battalion), will always be at the point of appui; the Adjutant at the distant point, either giving it, or placing it.

The second senior will superintend the covering or dressing of the leaders, and the interior working of the Battalion, unless, from the point of appui being at the centre, he has to gallop off to give or place a distant point.

Mounted Officers will give points as explained in the 84th page of the Field Exercise, with their horses on the pivot flank, and *facing* the line.

General Observations.

1525. If the three files next the leader are correctly dressed, the rest of the Company will readily take up the dressing.

In column, if the dressing is necessary, leaders will dress these three files without the least noise, and without interfering with their own proper attention to covering and distance.

The Sergeant-Major (who will be on the reverse flank) will attend to the dressing of Companies in column.

1526. A Company wheeling on its centre, or a Battalion in line, forming a line (whether by echelon or open column) in another direction on any central Company, may be compared to a man facing. In facing to the right, the right shoulder is thrown back, the left forward; in wheeling a Company on its centre to the right, the right sub-division is thrown back, the left forward; in forming a Battalion line to the right, the right wing is thrown back, the left forward. In the Company, the right hand man of the left sub-division faces; in a Battalion, the change is usually made on the right hand man of some Company (who is in the intersection of both lines). The same principle holds in Light Infantry drill.

1527. The executive words of command to form from line any column to a flank, are the same, viz., "*Companies*," "*Sub-divisions*," "*Sections*," or "*Threes*," "*Right (or left) shoulders forward*;" or if from the halt, and much accuracy is required, "*Right (or left) backwards wheel*."

Every formation can be made from a Company in sections of threes, that can be performed from it when in file; but previous to forming sub-divisions or sections, it must be brought into file by the command (supposing right in front) "*Right turn*" ("*or face*"), "*Left wheel*" (in other words, always turned or faced from pivot).

In all formations of fours, the left heels of the right files never quit the spot they stand on.

When from line the Battalion passes in file, or by threes, to the front or rear from either flank of divisions, if the *right* flank of Companies is leading, *left* is the pivot for the whole Battalion; and *vice versa*.

1528. Whether the Battalion is advancing or retiring, all formations into column or line will be made *front* rank in front, unless the Commander of the drill gives a caution that the rear rank will be in front.

When the Battalion manœuvres with the *rear* rank in front, the leaders of Companies and their coverers, will occupy the positions which they would take if they considered the rear rank to be the true front rank.

"*Right*" will always be understood to mean the *present right*, without any reference to the rank, which is in front.

The rank that happens to be in the rear, locks up on the caution—

1. To advance, or retire (whether in line, echelon, or column).
2. To deploy from close column.
3. To open or close, from any distance column to any distance column. (In Companies that face about, it locks up directly after facing.)
4. To wheel, whether into line, echelon, or column.

On the word "*Halt*," the rank that happens to be in the rear takes but half a pace.

1529. In a square, no man will have any hesitation in assuring himself to what face he belongs. In all Battalion squares (excepting those formed on the two centre sub-divisions or divisions of a line), the right face is composed of right sub-divisions, which dress by the left; the left face of left sub-divisions, which dress by the right. The rear face has the rear rank in front; the front face the front rank. Both these faces dress by the centre. Even in the exception just named, the right face is composed of Companies of the right wing; the left face, of Companies of the left wing; and both dress as above described, the right face by the left, the left face by the right. (When from open or half distance column, square is formed on a central Company, the dressing of the side faces will be from that Company.)

On the signal to "*Cease file firing*," the men of the square who were file firing, will order and front of themselves, after half cocking or reloading their firelocks. On the word "*Load*," the kneeling ranks of the faces which may not have fired will spring up with the others, but immediately come to the *order*.

When the kneeling ranks have completed their loading, the commander of the drill will give the word to the *whole* to shoulder. If the kneeling ranks have not fired, on the command "*Rise*," they will spring up, and come to the *order*.

In all volley firing, the men will wait for the word "*Load*" (so ordered for squares, squads, and wings, therefore intended for every occasion).

At all times the Battalion ought to be able expeditiously to form square. If the wings be standing in line (as described in the 117th page of the Field Exercise) at right angles to one another, square can be rapidly and correctly formed on the two centre sub-divisions of the Battalion, by one wing forming sub-divisions *forward*, and getting into square, as named in the 145th page of the Field Exercise; the other wing by forming the other half of the square, as described in the 147th page.

1530. To complete readily the number of paces which the front of a Company occupies, multiply the number of files by seven, and strike off the right hand figure. In other words, take seven-tenths of the number of files.

When divisions move off successively in quick time, leaders will give the word "*Quick*," as the *left* feet, and the word "*March*," as the *right* feet of the preceding Company are *coming* to the ground.

The word "*Halt*," will be given as either foot is *coming* to the ground.

In all turnings, the men work best when the command is so timed, that the

word "*Turn*" is given as *that* foot is coming to the ground to which the turn is made.

In giving the command (in order to form line) "*Threes right or left shoulders forward*," the last word "*forward*" will be so timed as to allow every pivot man to complete his pace on the exact spot where he should mark time. The wheels will not be commenced (indeed no wheel on the moveable pivot ought ever to be) before the last sound of the word "*forward*."

1531. Leaders will march on aids as if they imagined they were exactly covering a file on the inner flank of such aids, for the shoulders of the leaders in passing will almost graze the shoulders of the aids. The Adjutant will carefully instruct the aids to take up points on this principle.

It is directed that the markers who are taking up an alignment shall always be left unclouded for the succeeding markers to dress on. A space of six inches will therefore always be left clear between the arm of the marker, or coverer, and the chest of the man immediately opposite to him. This, on an average, will make the heels of each marker one pace distant from the heels of the man dressing up to him.

1532. When coverers are called to the front or rear (for the Battalion to take up a new alignment), leaders of Companies will carefully observe whether the coverers are formed in line or in column; and if the latter, whether they stand right or left in front. In every instance, Companies are marched in threes or in file, by the shortest route, to their own coverers.

When coverers are called out, and formed in line, they will take distance for their Companies from the *left*.

If the coverers, in taking up points for a column, are called to the *front*, their Companies will not pass them when forming up; if called to the *rear*, their Companies will pass them. (Inverted lines are not here spoken of, nor those faced in a contrary direction to the former line.)

1533. In echelon (direct or oblique) the front rank being in front, the directing flank is exactly the reverse of what it would be in column. The extreme leading flank of the Battalion is always the directing one, whatever rank may be in front.

When Companies of equal strength are wheeled (from line or column) four paces into echelon, leaders will cover, supposing right to be in front, the left hand file of the 3rd section of the Company in the front. In other words, every Company in front masks a section of the Company in its rear. If the Companies have wheeled two paces into echelon, only half a section will be masked; if three paces, three fourths will be masked. This guide, however, is only an assistant; for leaders, while they are marching, will principally judge of their distance and covering, by directing their glance to the leaders of the Companies respectively preceding them.

If an oblique line is required, from an open column, by echelon on any Company, that Company will be wheeled, on its centre, into the required direction; the Companies in front of it will be faced about; and all the Companies, excepting the one on which the change is made, will be wheeled *besides four paces, half as many paces as that Company had wheeled*. Supposing the column is right in front, if the line is required to the *right*

Companies will stand in inverted order in the line (for it would neither be desirable to move the Companies getting into line an unnecessary distance, nor to mask the fire of those previously in line). Any regular inversion, however, ceases when the Battalion is thrown into any distance column of Companies.

1534. As in the course of service, it may constantly arise that the Commanding Officer's voice can only be heard by the Companies near him, leaders of divisions will be constantly attentive to take up successively any formation, or change of direction, made by the preceding divisions.

For the same reasons (it is often necessary when on a march, *see* 1417), leaders will be attentive to pass the Commanding Officer's orders, successively from front to rear (or from rear to front, *as the case may be*).

At the charge, the Battalion will give a warlike cheer.

1535. If it is intended, for the relief of the men, to permit them to stand for a short period in a slovenly manner, whilst in the ranks at drill, the word "*Easy*" will follow the command "*Stand at ease*," after an interval.

1536. If the men, when they are in marching order (for greater convenience in drilling in very hot weather), be desired to put their knapsacks on the ground, each pack will be placed (the rear rank having been faced about) in an upright position on its side, with the Regimental number towards the pivot flank, and the top (where the rolled great coat lies) from the owner. The knapsacks will align from the pivot man's. If the wind is high, or the ground very irregular, the knapsacks of the odd and even files will be leaned against one another.

Light Infantry Drill.

1537. When a Battalion, composed of but a few Companies, is desired to cover a Brigade, probably only two Companies will skirmish, and two act as supports. If the Battalion is in column, attention will be paid whether the right or left is in front. If the extension be ordered from the centre (that is from the pivot flank of the leading Company) on the word "*Extend*," (supposing the right to be in front) the left hand man of the leading Company will continue to advance, the remainder of the Company will *right half turn, and double*, and the whole of the Company will *left half turn, and double*.

When the skirmishers are a little advanced, the third Company will move by sections to the right, to support the first Company; the fourth Company will move by sections to the left, to support the second Company. When sufficiently to the flank, they will form line (unless threatened with cavalry).

If no enemy is near, and it is intended to recall the skirmishers quietly in quick time (after halting or relieving them), the sound to close will be preceded by some distinguishing "*G*," which "*G*" will apply to each Company individually, and the Company will accordingly close on its named file. If it be afterwards wished that all the Companies should close to one part of the line, the *close*, with a distinguishing "*G*," will be repeated. If it be not required that all the Companies should close to one part of the line, but that they come in quick time in rear of their own supports, the "*Close*" only, without any "*G*," will be repeated. When formed on their supports, the "*Assembly*" *sounding*, will bring them, in quick time, (unless the "*Double*" sounds,) to *reserve*.

When the skirmishers are in extended order, the "*Close*," without any "*G*," will at all times bring them in at the double. They will at once face about, and retire in steady double time, gradually closing to the centre of their respective Companies (where each Captain will have placed himself), until they get in rear of their supports, (or in rear of the reserve, if a fresh line of skirmishers has been formed to a flank,) when they will receive the word from their respective leaders "*Right or left turn*," and afterwards "*Halt front*," when in rear of their supports.

If the "*Alarm*" sound when skirmishers have joined the supports, they will at once form sub-divisions and squares. The reserve will also form square, and advance nearer, to protect the supports.

On the "*Assembly*" sounding, they will re-form sub-divisions, and move to the rear of the reserve in quick time, unless the "*Double*" sounds. If, however, cavalry be hanging about, they may have to advance or retire, still formed in square.

If the "*Extension*" sounds whilst the supports and old skirmishers are in square, they will re-form sub-divisions, the old skirmishers will *face outwards* by word of command (the right sub-division to the right, the left sub-division to the left), then "*Front turn*," and regularly extend from some central men of the Company named by the leader.

As the "*Alarm*" sounding, followed by the "*Assembly*," whilst the skirmishers are extended, shews that the hostile cavalry are discovered so near that the skirmishers must instantly form square (if they have not time to retire behind the supports), they will (unless good cover is at hand) instantly form rallying squares on the centre of their respective Companies. The leaders, on whom they will form, will generally have to make a *half face*, that the squares may have a cross fire with each other, and with the supports.

The "*Assembly*" sounding when they are thus formed in rallying squares, will bring them (still formed in square) in rear of the reserve; but if the "*Close*" only sound, in rear of their own supports.

When they are in extended order, if the "*Assembly*" sounds without the "*Close*," both skirmishers and supports will retire in rear of the reserve, leaving its front clear to fire, the supports in steady double time, the skirmishers as rapidly as possible.

Whether in line or in file, one "*G*" means "*Wheel to the right*," three "*G's*" "*Wheel to the left*." If, therefore, the line is advancing, one "*G*" is "*Left shoulders forward*."

When two (or more) Companies are united, the senior Officer will take the command.

Field Works, &c.

1538. Great pains will be taken to secure every opportunity that change of quarters will from time to time afford, of instructing the men in the gun exercises, escalading, sinking trenches, forming breastworks and abatis, cutting sods, revetments, and making fascines and gabions; in all or any of which the services of the Regiment may frequently be required in a campaign.

1539. Admirable directions for sinking trenches, throwing up breastworks, and forming abattis, but too long to be here extracted, are given in a clever little treatise on Strengthening and Defending Outposts, written by Major Jebb, R.E., a work that well merits the attention of every young Officer. If he desire to study Fortification more fully, he will find Straith's *Compilation* very clear and instructive.

1540. The following instructions are taken from some of our best Engineers.

1541. The turf or sod-work is cut from good clayey land; each turf is from fifteen to eighteen inches long, three or four inches thick, and about ten inches wide. The turfs are built up like brick-work, as headers and stretchers, and are then strongly picketed down. This support is sufficient in a parapet of six or eight feet high, if it has a base of one-third or one-fourth of the height. It requires to be very carefully cut and laid.

1542. Fascines are long faggots of strong brushwood, generally about nine inches in diameter, and eighteen feet in length. Such a fascine would weigh about one hundred and forty pounds, and can be made by five men in an hour, including the getting of the materials when at hand in a wood; but fascines and gabions made in summer weigh more than those made of similar boughs in winter; and the nature of the trees and shrubs found in any country where an army may be acting should always be considered, as in tropical climates the common woods are very dense and heavy. They are usually made on tressels placed four feet apart. Two bars, united by a rope or chain about four feet in length, are used to choke the fascine, by being passed round it, and pressed by men on opposite sides, till the brushwood is about nine inches in diameter. To regulate it to this size, there are two marks on the rope or chain, at fourteen inches on each side of its centre (that is, twenty-eight inches apart), and the fascine is increased or diminished in substance till these marks meet in choking it closely. These binders are at about eighteen inches apart and much of the goodness of the fascine depends on their strength and fastening. With the fascines, bundles of strong pickets are prepared, in the proportion of six to each fascine. The pickets are four feet long, and one inch and a half in diameter, and are employed to fix the fascines into the earth, and to each other, as they are built up to form a revetment.

1543. Gabions (or cylindrical baskets) are open at the top and bottom. They are of all sizes, but usually from twenty to twenty-four inches in diameter, and from three to four feet high. To construct these well, one of each set of four men employed in their construction should be acquainted with basket-work. To make a gabion for sapping, a circle of from twenty to twenty-four inches in diameter must be traced on a level, clear, hard piece of ground. Each quarter of the circle must be divided into five parts, and small holes made at these divisions to receive straight uprights, of about three and a half feet in length, around which the withies of the basket-work are woven. When it is finished, the gabion is two feet nine inches high. The ends of the uprights are cut off, and the work is firmly stitched together in several parts, from top to bottom. Such a gabion usually weighs twenty pounds, but much depends upon the density of the wood and the season, and generally occupies four or five hours.

Escalading.

1544. The success of an escalade is generally ensured if the troops can be so disposed and conducted, as to be able to mount the rampart at the same moment, and make a simultaneous attack. At no time, in the whole course of active service, is regularity and method more essential.

1545. The following directions, for the practice of escalading, are copied from those issued by General Pasley, of the Royal Engineers, in 1833, for the use of the garrison at Chatham.

1546. The party, to practice escalading, should parade in the worst clothing, with arms and accoutrements. The firelock slings should be unslacked.

The party will be formed into equal divisions or Companies, of any number of rank and file that will divide by six (because six men will be required for each ladder).

1547. The party will be formed in line, two deep, about ten paces in rear of the line of ladders. A fatigue party will have previously laid these on the ground, about four feet apart, in a general line, parallel to the rampart to be escalated, the foot of each ladder being placed towards the rampart.

1548.

Words of Command.

(By Commander of the Party.)

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>"Form Sections of Threes, Threes
on the ^{left} backwards wheel, Quick
March!"</p> <p>"Halt, Dress!" (by Officers).
"Left Face!"</p> | { | <p>The Officers commanding Companies place themselves in front of the right section of threes of the right sub-divisions; their covering Sergeants in front of the right sections of threes of the left sub-divisions.</p> |
| <p>"Officers to the Front, take post by
your respective Ladders!"</p> | { | <p>The Officers and coverers place themselves in front of the right ladders, of sub-divisions.</p> |
| <p>"By Threes, to your respective Lad-
ders, Quick March!"</p> | { | <p>The men will march up and form on each side of their respective ladders, guided as to position, by observing the Officers and coverers. The Officers and covering Sergeants will take post on the right of the ladders marked by them.</p> |
| <p>"Sling Arms!"
"Shoulder Ladders!"
"By the Centre, Quick March!"</p> | { | <p>When the line of ladders reaches the brink of the ditch, the men will lower them at once, without waiting for any order.</p> |
| <p>"Trail Arms!"
"Form at the bottom of the ditch,
Forward!"</p> | { | <p>They descend and sling arms.</p> |

"By Ladders, inwards face!"

"Move your Ladders across the ditch!"

The front rank will ground ladder to the foot of the wall, and upon them, resting their feet against the wall. The rear will remain at the shoulder.

"Turn Over!"

"Trail Arms."

"Form line within the ramparts, Forward!"

The men will ascend the ladder bayonets, and form line two within the rampart, with short arms.

Descent.

The Commanding Officer will unfix bayonets, and countermarch the

"Quick-March!"

Their front being changed, they will move forward, and mount parapet; and will be halted top near the front of it.

"Threes on the left, backwards wheel, Quick March!"

"Halt, Dress!" (by Officer).

"Left Face!"

"Officers and Coverers take post by your respective Ladders, Quick March!"

"By Threes to your respective Ladders, Quick March!"

"Halt!" (from Officers.)

"Form at the bottom of the ditch, Forward!"

In descending into the ditch, they must not hurry.

By Ladders, inwards face!"

"Move your Ladders across the ditch!"

"Turn Over!"

"Trail Arms!"

"Form at the top, Forward!"

They will ascend and sling arms

"By Ladders, inwards face!"

They will take hold of each hands, and of the ladders.

"Draw up your Ladders!"

They will draw them their whole out of the ditch, leave them ground, and fall back re-shoulder them.

"Shoulder Arms!"	}	When at the foot of the glacis.
"Quick March!"		
"Halt!"		
"Ground Ladders."		
in rear, close to leading file,	}	When advanced about twelve paces beyond the ladders.
to march!"		
The whole, Forward!"		
"Halt, Dress!"		
to, left wheel into line, Quick)	}	The Commanding Officer will then countermarch the line.
h. to, Dress!" (from Officers).		

XVI.—SAVINGS' BANK.

By the regular printed Remittance Voucher, furnished by the Secretary of War (in which Officers commanding Companies will insert that the money is to be invested in the Provident Institution for Savings, established in Finsbury's Place, London), Non-commissioned Officers and Privates have the opportunity (without incurring the slightest risk, expense, or of placing money where they will receive from Government a yearly interest of between three and four per cent.

The following extracts, taken from the usual printed Depositor's Book, show some of the advantages attending the establishment; and the men are enabled to avail themselves of it instead of wasting trifling sums, which if they do not accumulate, may hereafter benefit them greatly.

"This Institution offers to the laboring classes, servants, mechanics, and all other persons, a secure investment in Government receipts, free from risk of loss from the fall of funds, for such sums of money as they may wish to save, and may wish to deposit at interest, leaving them at liberty to withdraw the whole, or any part, whenever they require it."

"It presents to all industrious persons a secure investment of their money in Government receipts, with interest to the persons depositing, of three per cent. per annum, free from all deductions. Sums are received by this bank (weekly, monthly, quarterly, or at such other intervals as it suits the depositor's convenience) of not less than one shilling each, and as soon as they amount to twenty shillings they will become subject to regular yearly interest, and so on for every additional twenty shillings deposited. Thirty pounds and interest may be deposited every year till the total amounts to one hundred and fifty pounds."

The managers are under an obligation to lay out all moneys deposited in the most secure securities, and are prohibited from deriving any benefit whatever, directly or indirectly, from the deposits, or produce of them. The interest of the exact money deposited, together with the interest due upon it, is paid to the individual depositing it. The property belonging to a deceased

depositor in the bank is released from all duties, in case it does not exceed fifty pounds."

1553. "The half-yearly interest on deposits, due the 20th of May and 20th of November every year, is payable without any notice, on the first Monday in the following month, and every succeeding Monday and Saturday."

1554. "In pursuance of the provisions of the Act 9 Geo. IV., cap. 92, sec. 24, an interest of three pounds eight shillings and five pence per cent. per annum will be allowed on the money deposited with this Institution, to be computed from the day on which the deposit shall have been made. The interest will be carried half-yearly to the credit of the depositor's account, on the 20th day of May and the 20th day of November in every year, to accumulate for the benefit, and will be payable respectively the first and every other Monday in June and December. Any depositor withdrawing either the whole, or part of his deposits, if they shall have been lodged one month, will have the interest due thereon added to his account, and paid up to the date on which notice of withdrawing shall have been given. Deposits withdrawn before they have been made one month, will not be entitled to any interest thereon."

1555. "These are the benefits which the Legislature has secured to depositors, by the Act 9 Geo. IV., cap. 92, for protecting and encouraging Banks for Savings. It only remains to be observed that all moneys deposited in this bank, with the weekly interest due thereon, may, on a week's notice, be withdrawn by the depositors at any time they may require it."

XVII.—GENERAL WOLFE'S ORDERS.

1556. The following extracts are taken from Orders issued to the XXth, in 1755, by the immortal Wolfe, then the Lieutenant-Colonel of the Regiment.

1557. "Whoever shall throw away his arms in an action, whether Officer, Non-commissioned Officer, or soldier, (unless it appears they are so damaged as to be useless,) either under the pretence of taking up others that are of a better sort, or for any other cause whatsoever, must expect to be tried by a Court-Martial for the crime."

1558. "The death of an Officer commanding a Company, or platoon, shall be no excuse for the confusion, or misbehaviour of that platoon; for while there is an Officer or Non-commissioned Officer left alive to command, no man is to abandon his colors, and betray his country."

1559. "Neither Officer, Non-commissioned Officer, or soldier, is to leave his platoon, or abandon the colors for a slight wound. Whilst a man is able to do his duty, and stand and hold his arms, it is infamous to retire."

1560. "The Battalion is not to halloo, or cry out, upon any account whatsoever, although the rest of the troops should do it, until they are ordered to charge with their bayonets; in that case, and when they are on the point of *ushing upon the enemy*, the Battalion may give a warlike shout, and rush in."

1561. "The soldier that takes his musquet from his shoulder, and pretends *begin the battle without orders*, will be put to death that instant. The

lice, or irregular proceeding of one man, is not to put the whole in

2. "The soldier that quits his ranks, or offers to fly, is instantly to be put by the Officer who commands that platoon. A soldier does not deserve who will not fight for his king and country."

3. "If a Non-commissioned Officer, or private man, is missing after an and joins his Company afterwards unhurt, he will be reputed a coward, fugitive, and will be tried for his life."

4. "Every Officer and Non-commissioned Officer is to be kept strictly to st, and to preserve all possible order and obedience: the confusion oned by the loss of men, and the noise of artillery, and musquetry, will e every Officer's strictest attention to his duty."

5. "Officers are never to go from one part of the Battalion to another, t orders, upon any pretence whatsoever."

6. "If we attack a body less in extent than the Battalion, the platoons he wings must be careful to direct their fire obliquely, so as to strike the . The Officers are to inform the soldiers of their platoons, before the begins, where they are to direct their fire; and they are to take a good destroy their adversaries."

7. "There is no necessity for firing very fast. A cool, well-levelled fire, he pieces carefully loaded, is much more destructive and formidable than ickest fire in confusion."

8. "The soldiers are to take their orders entirely from the Officer of atoon, and he is to give them with all possible coolness and resolution."

9. "The misbehaviour of any other corps will not affect *this* Battalion, se the Officers are determined to give the strongest proofs of their fidelity, and courage, in which the soldiers will second them, with their usual spirit."

10. "If the Battalion should have the misfortune to be invested in their ers (or in a post which they are not commanded to defend) by a very or force, they have but one remedy, which is to pierce the enemy's line, es, in the night, and so get off. In this case, the Battalion will attack their ranks and files closed; with their bayonets fixed, and without firing t. They will be formed for attack in the manner best suited to the place occupy. It is needless to think of firing in the night, because of the sion it creates, and the uncertainty of hitting any object in the dark. A in that receives the enemy's fire, and falls immediately upon them with ayonet must necessarily defeat them, and create a very great disorder in army."

11. "The men should consider that they are upon the point of entering a war, for the defence of their country; that a drunken, vicious, irregular is but a poor defence to a state; but their virtue, courage, and obedience, e troops, are a sure guard in all assaults; they should, therefore, always ady to perform their part with honor and spirit, and not give themselves any excess or irregularity. In times like these, both Officers and soldiers d particularly exert themselves in every part of the duty, and show their try that they deserve its esteem and admiration, by their zeal, fidelity, and r."

ADDENDA.

With reference to (956), it will be found that the General Order of the 12th of March, 1844, has altered the reward to the individual enlisting a recruit (whether at Head Quarters or elsewhere), to 5s. on intermediate, and 10s. on final approval.

The very liberal and benevolent provisions of the Regimental Savings' Bank, recently established by the order of Her Most Gracious Majesty, allowing on all deposits ~~an~~ interest of £3. 15s. per cent, to be paid quarterly, are so much more advantageous to soldiers, that it is imagined they will seldom use the Bank named in (1549), although they still possess the power, if they are so inclined. But no stronger proof can be required of the immense advantages offered by the Regimental Savings' Bank, than the fact, that if a steady man will invest his good conduct pay alone for fifteen years, the amount will be £46. 5s. 7d.; and if he will constantly deposit one penny a day, from the date of his enlistment until he has attained twenty-two years' service, the accumulation arising from one penny will be £51. 15s. 2d. These two sums give a total of £98. 0s. 9½d.; and this he may have in hand when the time of his discharge comes—no bad addition to the comfortable pension which he has the satisfaction of knowing that his character will ensure him.

943 (Continued) Men who are prevented from attending any practice are not to fix a double number of rounds on another occasion. — A man can only see what he actually has received (in the regular manner).

944 (Continued) A man leaving the Battalion who possessed, but may not have permanently worn it, will give it to the Officer Commanding his Company.

FORMS.

Squad.	Regimental Number.	Rank and Name.	Remarks, as to when Absent, &c.

(Date.)

I certify that I called the roll of No. _____ Company, and found all present (except as above) and sober (except whom I confined. (Signed) _____ Sergeant Battalion, XXth Regiment.)

N.B.—The same Form of Report, with the exception of the Certificate, to be used for all Parade, Breakfast, Dinner Reports, &c., substituting such words for "Fattoo."

Drill No. 2. (See 680.) *OK*

Return of Men under any kind of ~~Restraint~~ *Drill* confined to Barracks, _____ Battalion, _____ XXth Regiment.

(Date.)

Rank and Name.	Company.	Squad.	Period.		Number of Days in Hospital.	By whom Ordered.	Remarks.
			From	To			

I certify that the taps beat regularly, and that I called the roll of the men confined to Barracks every half hour, between the hours of Parade, and found all present and correct (except as per margin).^a

I confined the Canteen frequently during the day, found no appearance of drunkenness, gambling, or any other kind of irregularities (Signed) _____ Sergeant Battalion, XXth Regiment.

This Return to be used for Companies' Reports, leaving out the Certificate and column for Company, and inserting the number of the heading. *See 680. 681. 682.*

^a Except when the Sergeant of the Guard has to add this Certificate to his usual Guard Report.

2

(Back of Report.)

Roll of Barrack Guard mounted by the Battalion, XXth Regiment, at
on the 18 .

Number.	Names.	Company.	Hours.	Post.	Hours.	Post.	Hours.	Post.	Hours.	Post.	Hours of Visiting the Sentries.	Remarks.
Sergeant										Description of Post.		
Corporal										No. 1	4	7
Drummer										2	5	8
										3	6	9

CAME IN AFTER TATTOO.

No.	Rank and Name.	Company.	Hour.	With or without Leave.	Drunk or Sober.	Remarks.

On H. M. Service.

Report of the
Barrack Guard,
September 18 .

To the
Battalion, XXth Reg

No. 7. (See 334 and 541.)

Battalion, XXth Regiment.

Morning State of Sick in Regimental Hospital, and Convalescents, &c.

(Date.)

Corps.	Remained.	Admitted.	Total.	Discharged.	Died.	Remaining.	Diseases.							Punished Men.	Convalescent.	Sick Officers.
							Acute.	Chronic.	Venerenals.	Ulcers.						
XXth Regt.																
TOTAL .																
ADMITTED.										DISCHARGED.						
Names.	Company.	Disease.	Remarks.*	Names.	Company.	Remarks.										

(Signed)

Surgeon Battalion, XXth Regt

* Explaining whether any Disease had been improperly concealed.

No. 8. (See 639 and 649.)

Battalion, XXth Regiment.

Parade State, of No. , or Captain

Company.

(Date.)

DISTRIBUTION.					Captains.	Subalterns.	Company.				Attached from Company.			
							Sergeants.	Drummers.	Corporals.	Privates.	Sergeants.	Drummers.	Corporals.	Privates.
Present.	Under Arms								
	Lance Sergeants								
	Musicians								
	Acting Drummers								
	Recruits	{	At Drill	.	.	.								
		{	Instructors	.	.	.								
	Total on Parade								
	Sick	.	{	In Hospital	.	.								
		.	{	In Quarters	.	.								
	Attending	.	{	Hospital	.	.								
		.	{	Mess	.	.								
	On Duty								
	Staff and Clerks								
	Instructors at School								
Absent.	Pioneers								
	Cooks								
	Tradesmen								
	On Fatigue								
	At Gun Drill								
	Government Employ								
	Regimental do.								
	Servants and Batmen								
	In Guard Room								
	In Regimental Cells								
	Total Present								
	On Detachment	.	{	At	.	.								
		.	{	At	.	.								
		.	{	At	.	.								
		.	{	At	.	.								
Absent.	With Leave								
	Without Leave								
	Staff Employ								
	Servants								
	In Prison by Courts-Martial								
	In Custody of Civil Power								
	Invalids recommended for Discharge								
	Total Absent								
	Total Strength								
	Wanting to Complete								
	Supernumeraries								
	Establishment								

I certify that all Orders relative to the Non-commissioned Officers and men were read to them at three successive parades; that the daily pay is issued according to Regulations; that the ammunition in possession is serviceable; and that the Barrack rooms were yesterday visited by the Company, at o'clock.

(Signed)

Sergeant XXth Regiment,
Orderly to No. Company.

(Signed)

Commanding No. Company

(Back of State.)

CASUALTIES ABSENT.									
Orderlies.	With Leave.								
	Without Leave.								
	Staff Employ.								
	Servants.								
	Prisoners by Courts-Martial.	No.	Name.	Sentence in Days.	Date of Trial.	Days expired.	Date to be released.		
	In Custody of Civil Power.								
	Invalide, &c., sent Home for Discharge.								
No.	Under Punishment.								
	Defaulters' Room. Heavy Drill. Confined to Barracks.								
	Total.								
	Sergeant								
	Corporal								

CASUALTIES PRESENT.

Sick.	In Hospital.	
	In Quarters.	
Attending	Hospital.	
Mess.		
On Duty.		
Staff and Clerks.		
Instructors at School.		
Pioneers.		
Cooks.		
Tradesmen.	Shoemakers.	
	Tailors.	
On Fatigue.		
Gun Drill.		
Government Employ.		
Regimental Employ.		
Servants and Batmen.		
In Guard Room.		
In Regimental Cells.		

Daily Ration Return, of No. , or Captain		Company,		Battalion, XXth Regiment.		(Date.)	
DISTRIBUTION.		Captain, & Ass. & Surg. Surgeon.		Attached from		Remarks.	
		Quartermaster.	Staff Sergeants, and File.	Sergts., Rank, and File.	Sub. Staff Sergeants, and File.	Children, Women	Children, Women
On regular Rations							
In confinement previous to Sentence, receiving Rations but not Pay							
On Hospital Rations							
Absent, and not entitled to Rations							
Detached to							
On Prison Rations, 1st Battalion							

(Signed) Pay-Sergeant To enable the Quartermaster to account for the Rations of the Regiment. (Signed) Officer commanding Company.

N.B.—On the back of this, a detail of the distribution into Messes, &c., of the regular Rations, to assist the issuer.

School Report, of No. , or Captain		Company,		Battalion, XXth Regiment.		(Date.)	
Names.		Squad.		Cause of Absence.			
No.							

(Signed) Orderly Corporal to No. Company.

Sick Report,		Battalion, XXth Regiment.		(Date.)	
Rank and File.		Company.		Squad.	
Age. <td colspan="2">Date when last on Guard, or on any Employment. <td colspan="2">When next for Guard. </td></td>		Date when last on Guard, or on any Employment. <td colspan="2">When next for Guard. </td>		When next for Guard.	
State preceding day. <td colspan="2">Certainly had not been drinking. <td colspan="2">Probably had drunk a little. </td></td>		Certainly had not been drinking. <td colspan="2">Probably had drunk a little. </td>		Probably had drunk a little.	
Medical Officer's Remarks regarding Convalescents, &c. <td colspan="2">Had been drunk and confined <td colspan="2"> </td></td>		Had been drunk and confined <td colspan="2"> </td>			

I certify that I reported to the Orderly Sergeants of Companies the decision of the Surgeon. I left the Hospital at o'clock.

Return to be used for Companies' Reports, leaving out the Certificate and column for Company, and inserting the number of Company in the heading.

(Signed) , Barrack Orderly.

No. 16. (See 580 and 1021, No. 2; 1090.)

Battalion, XXth Regiment.

Weekly Mess Account, of No. , or Captain Company,
from to .

Days of the Week.	Meat, per lb.			Bread, per 4 lbs.			Coffee, per lb.			Sugar, per lb.			Milk, per quart.			Potatoes, per stone.			Meal, per quart.			Herbs.			Pepper.			Salt.			Amount.			Signature of Party making Purchase	
	lb.	£ s. d.	lb.	£ s. d.	lb.	£ s. d.	lb.	£ s. d.	lb.	£ s. d.	qt.	£ s. d.	st.	£ s. d.	qt.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	N.-Com. Officer.	Pri										
Monday .																																			
Tuesday .																																			
Wednesday .																																			
Thursday .																																			
Friday .																																			
Saturday .																																			
Total .																																			
Date.										£ s. d.			Date.										£ s.												
										£													£												

(Signed)

Commanding No. Company.

RECAPITULATION (to be entered on the back of the above).

Date.	Distribution.	Corporals.	Drummers.	Privates.	Names of Men specially allowed out of Mess.		
From	Monday, Strength in Mess .						
	Musicians (in Band Mess) .						
	In Hospital .						
to	On Furlough or Pass .						
	Married (with leave) .						
	Servants .						
	In Sergeants' Mess (Corporals)						
	Specially allowed out of Mess .						
	Total, agreeing with Strength } on Monday's Parade State }						
Subsequent Alterations in Mess.		No.	Names of Men decreasing.		No.	Names of Men increasing.	
	Corporals.	Drummers.	Privates.				
Monday .							
Tuesday .							
Wednesday .							
Thursday .							
Friday .							
Saturday .							
Sunday .							

(Signed)

Commanding No. Company.

Battalion, XXth Regiment.

Return of Regimental Work done in the Shoemaker's Shop, from

to (Date.)

Regimental Number.	Rank and Name of Men for whom Work was done.	Companies.	Description of Work done.												Company, and Names of Workmen by whom done.	Wages to such Workmen.			Master Shoemaker's Allowance.	Remarks. (Shewing if the Workmen were punctual in their Attendance, and how they conducted themselves during the Week.
			New Wellington Boots.	New Lace Boots.	Ditto re-made.	Ditto vamped.	Soled, heeled, and welled.	Soled and heeled.	Soled.	Heeled and tipped.	Tipped and nailed.	Toe-pieced.	Patches.	Women's Boots.	Children's Boots.	Bells altered.	Price of each Article.	Total Amount of Wages for the Week.		
																	£ s. d.	£ s. d.	£ s. d.	
															Com.		£ s. d.	£ s. d.	£ s. d.	

(Signed)

Master Shoemaker, Battalion, XXth Regiment.

(Signed)

Quarter-Master, Battalion, XXth Regiment.

No. 18. (See 559.)

Battalion, XXth Regiment.

Weekly Detail of Names, Diseases, &c., of the Sick in Hospital.

(Date.)

Company.	Regimental Number.	Rank and Name.	Date of Admission.	Diseases.	Surgeon's Remarks as to the progressive State of the Patient, &c. &c.

(Signed)

Surgeon, XXth Regiment.

No. 19. (See 258.)
Battalion, XXth Regiment.
Return of Regimental Work done in the Tailor's Shop, from to (Date.)

Regimental Number.	Rank and Name of Men for whom Work was done.	Description of Work done.										Company, and Names of Workmen by whom done.	Wages to such Workmen.		Master Tailor's Allowance.	Remarks. (Showing if the Tailors were punctual in their Attendance, and how they conducted themselves during the Week.)		
		Coats.		Shell Jackets.		Trowsers.							Price of each Article.	Total Amount of Wages for the Week.				
		Made.	Fitted.	Made into Shell Jackets.	Turned.	Repaired.	Made.	Fitted.	Turned.	Repaired.	Made.	Fitted.	Turned.	Repaired.				
												Com.	£ s. d.	£ s. d.	£ s. d.			

(Signed) Master Tailor, Battalion, XXth Regiment. (Signed) Quarter-Master, Battalion, XXth Regiment.

No. 20. (See 293 and 1062.)
Battalion, XXth Regiment.

Women attending Divine Service, at , on the day of , 18 . (Date.)

Present.			Absent.		Number of Women present at this Station.	Remarks.
Name.	Company.	Hour of attending Divine Service.	Number.	Name.	Cause of Absence.	
Total.						

(Signed) Adjutant

No. 26. (See 1179.)

Battalion, XXth Regiment.

in account with the Contingent Fund of No. Company.

Dr.	Date.	Amount.	Date.	Cr.
	18	£ s. d.	18	Amount.
	2nd Jan.	0 3 0	31st Mar.	By Contingent Allowance for the
	30th "	0 3 0		Quarter ending 31st March, 18
	31st "	0 14 10		as credited in the Paymaster's
	7th Feb.	0 4 6		Abstract
	30th "	0 14 2		
	7th Mar.	0 3 0		
	11th "	0 3 0		
	27th "	0 5 6		
	31st "	2 12 6		
		3 13 0		
		£ 9 3 6		£ 9 3 6

No. 27. (See 40 and 978, No. 3.)

Battalion, XXth Regiment.

(Date.)

Regimental Number.	Rank and Name.	Date.	Crime.	Entered in C. D. B. to score 1 each.				Entered in R. D. B. to score 2 each.				Tried by Court-Martial, to score				Total to score in each Squad.	Total to score in each Company.	Remarks, explanatory of any unusual Award.		
				Squad.				Total.				Squad.							Total.	
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	

No. 28. (See 1104.)

Battalion, XXth Regiment.

(Date.)

Return of Men who have been sentenced the full rate of Messing for Drunkenness.

Regimental Number.	Names of Men at any time so sentenced during the Month.	Company.	Squad.	Number of Days awarded.	Date of Expiration.	Number of Days remaining unexpired.	Remarks.

No. 29. (See 855, No. 3; and 1020, No. 3.)

Battalion, XXth Regiment.

Return of Men, of No. , or Captain Company, under Stoppages, by
Sentence of Courts-Martial, for Habitual Drunkenness.

(Date.)

Regimental Number.	Name.	Squad.	Period for which Sentenced, and Amount.		Date of		Amount Paid.	Regular Date of Expiration of Stoppages.	Number of Days to be added on account of Absence.	Amount stopped by former Courts-Martial.	Remarks.
			No. of Days.	Amount.	Trial.	Release from Prison.					
			£ s. d.			£ s. d.			£ s. d.		

(Signed)

Commanding No. Company,
Battalion, XXth Regiment.

No. 30. (See 1161, &c., and 1167, &c.)

Monthly Account in Ledger.

Date.	Sums Paid, &c.	Amount.	Date.	Amount of Pay, Allowances, &c. &c.	Amount.
1849 Aug.	Balance Debt, 31st July . . .	£ s. d. 0 0 1½	1849 Aug.	31 Days' Pay, at 1s.	£ s. d. 1 11 0
	27 Days' Rations and Messing . . .	0 16 3½			
	4 Days' Hospital Rations . . .	0 3 0			
	Subsistence, 4s. 2d.; Washing, } 1s. 8½d.	0 5 10½			
	Sheets, 2d.; Hair, 1d.; Barrack } Damages, ½d.	0 0 3½			
17	1 Pair of Socks, and Marking . . .	0 1 5½			
26	1 Towel, and Marking . . .	0 0 10½			
	Savings' Bank Deposit . . .	0 3 0			
	Balance Credit . . .	0 0 0½			
	his £ 1 11 0				£ 1 11 0
	Thomas X Atkins, Mark.				
	J. Jenkins, Witness.			A. BELL, Captain.	
Sept.	Days' Rations and Messing . . .	£ s. d.	Sept.	Unpaid last Month	£ s. d. 0 0 0½
	Subsistence, ; Washing, } Sheets, ; Hair, ; Barrack } Damages,			Days' Pay	
		£			£

NO. 34. (See 11/9.)

Statement of the Accounts of No. 3, or Captain T. ATKINS's Company, at the termination of the Month of 18 .

LIABILITIES.		ASSETS.	
Amount.		Amount.	
£ s. d.	£ s. d.		
To unpaid Credits, named in the Acquittance Roll for March	9 7 6	By Cash in hand at the end of March	6 8 5
Due to No. Company, on account of Men detached	9 13 34	Debit of Company, as per Acquittance Roll for March	5 7 1
Erroneously charged the following Men, in the Ledger—		Debit of Mess Bill, at the end of March	0 2 14
Martin Brown, one Shirt	£0 4 9	Value of Necessaries on hand, viz:—	
John Steevens, one pair of Socks	0 1 54	Two pairs of White Trowsers	at 4s. 6d. 9 34
		Four boxes of Blacking	at 44s. 1 7
Bills still unpaid—		Five Pickers and Brushes	at 61d. 2 94
Mrs. , Washing Bill	1 3 6		
Mrs. , ditto	3 15 7	Due from No. Company, difference between Statements	0 13 84
Gaoler's Fees at , entered in this Month's	3 5 0	of Accounts for Attached and Detached Men	3 14 3
Pay List		Short charge in Ledger to following men, viz:—	
	6 4 1	John Shea, one pair of White Trowsers	4 74
		Isaac Neill, Sheets	4 0 3
		John Bell and James Knight, Barrack Damages at 1d. 0 3	
		Peter King, Blacking	0 0 44
		Credit of Company's Abstract	0 5 44
	£25 10 114		9 0 04
			25 10 114

No. 35. (See 388.)

Battalion, XXth Regiment.

Statement, shewing the Number of Days for which Officers or Men, who, though paid by their own, have been Rationed by other Regiments or Battalions, during the Month of 18 , of No. , or Captain Company. (Date.)

Regimental Number.	Rank and Names.	Period.		Number of Days.	Remarks.
		From	To (both days inclusive)		

No. 36. (See 956.)

Battalion, XXth Regiment.

Report of the Recruiting Party stationed at

Nominal List of Party.	Number of Recruits enlisted by each Man, during the past Month.	Name of each Recruit, entered opposite the Names of the Individuals who enlisted them.	Description.				Date of Enlistment.	Character of the Recruit bears.	Intermediate Approval, Reward of 7s. 6d.	Final Approval, Reward of 10s.	Signature of the Individual acknowledging the Receipt of his Reward of 7s. 6d. or 10s.
			Age.	Size.							
				Yrs.	Mths.	Ft.					

(Signed)

In charge of Party.

N.B.—The Names of every one of the Party should be entered, even should any one of them not have obtained a Recruit.

Character and Efficiency of the Recruiting Party stationed at

Nominal List of Party.		Does he exert himself to procure Recruits?	Is he always cleanly dressed?	Does he associate with low Company?	His general Conduct during the Month.	The Dates on which, and Names of the neighbouring Markets and Fairs the Party attended.
Rank and Name.						

I hereby certify that I weekly inspected the Necessaries of every man of the Party under my charge, and found them according to Regulation, and in good order (or, as the case may be). No man of the Party is in debt to any civilian, nor is any one of them married. Each man received for his own private use the order given by Government on account of the Recruits he obtained. I have read the Memoranda to the men during the month.

(Signed)

In charge of Party.

No. 39. (See 1073.)

Battalion, XXth Regiment.

Distribution of Washing, of No. , or Captain , Company. (Date.)											
Number.	Names of Women.	Rank of Husband.	Number of his Squad.	Quartered		Number of Children to support.	Number of Men's Washing given to each Woman.	Washes		Cash paid to each Woman during the Month.	Signature of the Women, acknowledging having received the Money.
				In Barracks.	In Lodgings.			Well.	Badly.		
										£ s. d.	

Commanding No. Company.

(Signed)

No. 40. (See 57 and 388.)

Battalion, XXth Regiment.

Return of Women and Children, of No. , or Captain , Company. (Date.)									
Number of Women.	Names of Women.	Rank of Husband.	Where Residing.		Number of Children.				Remarks, stating the Nature and Date of any Casualty which may have occurred during the Month.
			In Barracks.	Out of Barracks.	Male.		Female.		
					Under 14 Years.	Above 14 Years.	Under 14 Years.	Above 14 Years.	

Return of Children Born and Baptized during the Month.

Date of Child's birth.	Place and Date of the Child's Baptism.		Christian Name of the Child.	Parents' Names.		Rank of the Father.	Name of the Clergyman by whom the Ceremony was performed.
	Place.	Date.		Christian Name.	Surname.		

NO. 41. (See 423.)

Battalion, XXth Regiment.

Quarterly Statement of Necessaries remaining in, and received into, Stores, during the Quarter ending 30th June, 1843; also shewing the Quantity issued to the Men, as per Companies' Vouchers. (Date.)

Stock on hand on the 1st April, 1843.			Received into Store during the Quarter.			Total.			Issued to Companies during the Quarter.			Remaining in Stores on the 1st July, 1843.		
No.	Articles.	Rate per Article.	Amount.	No.	Articles.	Rate per Article.	Amount.	No.	Articles.	Rate per Article.	Amount.	No.	Articles.	Rate per Article.
		£ s. d.	£ s. d.			£ s. d.	£ s. d.			£ s. d.	£ s. d.			£ s. d.

Recapitulation of the Companies' Vouchers, for the Quarter ending 30th June, 1843.

COMPANIES.

Grenadiers, or Captain No. 1, or Captain No. 2, or Captain No. 3, or Captain No. 4, or Captain Lt. Infantry, or Captain	APRIL.—Amount.			MAY.—Amount.			JUNE.—Amount.			Total Amount for the Quarter, charged to the Companies.		
	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
Company												
Company												
Company												
Company												
Company												
Company												
Total	£											

(Signed)

President.

} Members.

No. 42. (See 388.)

(Signed)

Quarter-Master, Battalion, XXth Regiment.

Battalion, XXth Regiment.

Company, during the last Six Months. (Date.)

Regimental Number.	Rank and Names.	Nature of Crime.										Description of Court by which tried.			Remarks.	
		Mutiny.	Desertion.	Violence to Superiors, and Insubordination.	Disobedience.	Quitting or Sleeping on Post.	Drunk on Duty under Arms.	Habitual Drunkenness.	Disgraceful Conduct.	Absence without Leave.	Making away with Necessaries, Arms, or Accoutrements.	Miscellaneous, under 70th Article of War.	General.	District.		Regimental.
(Signed)															Commanding No.	Company.

(Signed)

Commanding No. Company.

No. , or Captain

Company, Battalion, XXth Regiment.

Annual Nominal List of every Man, present or absent, who has been borne on the Muster Roll of the above Company the whole or any part of the Year, from the 1st of April, 1840, to the 31st of March, 1841, shewing the Articles of Clothing actually delivered in kind to each man at Head Quarters, and the Amount of Compensation due, for the Year commencing the 1st of April, 1840, and ending the 31st of March, 1841.

Regimental Number.	Number of each Rank.	Rank and Name.	Caps to last to 31st of March.		Cap Ornaments to last to 31st of March.			Clothing delivered to each Man.			Compensation due to each Man.	Remarks, and Dates.
			1841.	1842.	1841.	1842.	1843.	1844.	Coatees.	Trowsers.	Boots.	
												£ s. d.

The caps and clothing issued to every man of the Company, and men deceased, deserted, discharged, or transferred to other Companies, &c., to be inserted against their several names.

Caps and clothing issued to every man received as transferred from other Companies, &c., not to be inserted opposite their names. The Company giving the transfers are only to insert it.

Transfers given to, and received from, other Companies, from the 1st of April, 1840, to the 31st of March, 1841.

Transfers given to other Companies.										Transfers received from other Companies.										
Regimental Number.	Rank.	Rank and Name.	Company.	Date.	Articles of Clothing given to other Companies.					Regimental Number.	Rank.	Rank and Name.	Company.	Date.	Articles of Clothing received from other Companies.					
					Caps to March.	Cap Ornaments to March.	Coatees.	Trowsers.	Boots.						Caps to March.	Cap Ornaments to March.	Coatees.	Trowsers.	Boots.	
					1841	1842	1841	1842	1843	1844					1841	1842	1841	1842	1843	1844

(Signed)

Commanding No.

Company.

(Signed)

Commanding No. Company.

No. 46. (See 388.)

Battalion, XXth Regiment.

Annual Return of Soldiers received from the Royal Hibernian School, or Royal Military Asylum, of No. , or
 Captain Company.

Name.	Date of Enlistment.	Rank.	(Date.)		Remarks.
			Character.		

(Signed)

N.B.—In filling up the above Form, the character of each must be expressed in one or other of the terms "Exemplary," "Good," "Indifferent," or "Bad." Commanding No. Company.

No. 47. (See 1391.)

Battalion, XXth Regiment.

Return, shewing the Weight of the Arm Chest and Baggage belonging to Officers, Non-commissioned Officers, Married People, &c., of
 No. , or Captain Company.

Rank and Name of the Parties to whom the Baggage belongs.		Number and Description of Packages composing each Lot put into the Scale.				Weight of each Lot put into the Scale.	Total Weight of each Individual's Baggage.	Remarks.	
		Trunks.		Port- manteaus.	Bales.				
		Chests.							Boxes.
							Cwt. qrs. lbs.		
							Cwt. qrs. lbs.		

(Date.)

Company.

at

for Captain

(Signed)

Commanding No.

Company.

(Signed)

Commanding No. Company.

Billet Return, of No. , or Captain **Battalion, XXth Regiment.**
Company, on the March, from **to** **day of** **18**

Men. Permitted to be billeted in advance.	No. of Squad.	Roll of Company, by Squads, and Comrades.	Name of Place for First Night's Halt.*		Position of Billets.		Name of Place for Third Night's Halt.*		Position of Billets.		Name of Place for Fifth Night's Halt.		Position of Billets.	
			In Town.	Out of Town.	At what distance off.	Name of the Publican or Inhabitant on whom billeted, with the Number of the House.	In Town.	Out of Town.	At what distance off.	Name of the Publican or Inhabitant on whom billeted, with the Number of the House.	In Town.	Out of Town.	At what distance off.	Name of the Publican or Inhabitant on whom billeted, with the Number of the House.

* As these Returns (1 and 2) are used on alternate days, alternate halting places should be entered. No. 2 Return will commence with the name of the place where the Company is to sleep on the second night.

No. 49. (See 643.)

Casualty Return of Births, Deaths, and Desertions.
Battalion, XXth Regiment. **(Date.)**

Regimental Number.	Rank and Name.	Company.	Squad.	Births.		Date.	Deaths.		Desertions.		Remarks.

N.B.—In Births insert Rank and Name of Father.

(Signed)

Barrack Orderly Sergeant.

No. 50. (See 1246.)

Return of Alterations required to be made in the Men's Clothing, for the Year 18 , of No. , or Captain

Battalion, XXth Regiment. **(Date.)** **Company.**

Trowsers.				Regimental No.	Rank and Name.	Coatees.				Body.	Skirts.	Remarks.
Waist.	Legs.	Remarks.				Chest.	Waist.	Back.	Sleeves.	Collar.		
Too large.	Too long.	Too wide in thigh.	Too wide at knee.			Too small.	Too large.	Too wide.	Too long.	Too high.	Too long.	Open.
Too small.	Too short.	Too wide in thigh.	Too wide at knee.			Too large.	Too small.	Too narrow.	Too long.	Too high.	Too long.	Overlap.

No. 52. (See 570.)

Battalion, XXth Regiment.

Death Report.

(Date.)

Company.	Regimental Number.	Rank and Name.	Disease.	When Admitted.*	When Died.	Whether a Will was made in Hospital.	Remarks.

* If a woman or child, when taken ill, and first visited.

(Signed)

Surgeon, Battalion, XXth Regiment.

No. 53. (See 631 and 1021.)

Battalion, XXth Regiment.

(Date.)

Duty Roster, of No. or Captain Company.

Reg. No.	Names.	Squad.	Escort Duty.	Guards.	Piquets.	Cooks.	Cook's Orderly.	Fatigues.

N.B.—The date of the month on which the duty commenced, to be inserted in the respective columns.

No 54. (See 873 and 980.)

Battalion, XXth Regiment.

day of 18 . (Date.)

Return of an Escort which proceeded to

on the

, and returned to Head Quarters on the

day of

18 . (Date.)

Extracts from the Deserter's* Route.

Statement of the Marches performed by Escorts from this Regiment.

Name of the Deserter.*	Regiment	Date and Number of Route.	Place from which Deserter marched.	Place to which destined.	Reg. Number.	Rank and Names of Party composing the Escort.	Marching Out.		Marching Back.		Number of Days each Man was on the March, and entitled to the Allowance.
							Place from and to which each March was made.	No. of Miles.	Place from and to which each March was made.	No. of Miles.	
							From To		From To		

I certify, that the party composing the escort under my command were sober, clean, and regular, both on the line of march and while in billets, and that I personally inspected all the arms and accoutrements on the halt days. I further certify, that all claims for the subsistence of the above escort have been paid, and there are no unsatisfied claims whatever against myself or any of the escort, and that they had two good substantial meals daily.

* Or Prisoner.

(Signed)

Commanding the Escort.

No. 55. (*See* 496.)

Battalion, XXth Regiment.

List of Evidences for and against No.

of No. , or Captain

Compa

(Date.)

Regimental Number.	Evidences for the Prosecution.			Regimental Number.	Evidences for the Defence.		
	Company.	Rank and Name.	General Nature of Evidence.		Company.	Rank and Name.	Remark

(Signed)

and Adjutant,

Battalion, XXth Regim

No. 56. (*See* 521.)

Battalion, XXth Regiment.

Field State.

(Date.)

DISTRIBUTION.	Field Officers.	Captains.	Lieutenants.	Ensigns.	Staff.	Sergeants.	Drummers.	Corporals.	Privates.	Explanation of the Column on Duty.	Field Officers.	Captains.	Lieutenants.	Ensigns.	Staff.	Sergeants.	Drummers.
In the Ranks										On Guard							
Musicians										Attend- { Officers' Mess . .							
Lance Sergeants										ing { Hospital							
Recruits { At Drill										Clerks { Orderly Room . . .							
{ Instructors										Government Employ							
Total on Parade										Staff							
										Recruiting							
On Duty																	
On Detachment																	
Sick { In Hospital																	
{ In Quarters																	
Absent { With Leave																	
{ Without Leave																	
In Imprisonment																	
										Total							
										Imprisonment.							
Total Effectives																	
Wanting to complete . .										By Courts-Martial							
Supernumeraries										Civil Power							
										In Guard Room							
Establishment										Total							

(Signed)

Commanding

Battalion, XXth Regi

Return of Men, of No. , or Captain

Commanding No.	Company.
1	Company.

Marching in (or out) State.

Commanding.

Bachelor (or Widower) of the above Battalion, has my permission to be married
 Bnister (or Widow), an inhabitant of

(Date.)

Character,
Company.

**Lieut.-Colonel,
Commanding XXth Regiment.**

No. 60. (See 199 and 1130.)

Battalion, XXth Regiment.

Return of Necessaries required for No. , or Captain

Compan

(Date.)

Number of Articles.	Articles.	Rate.	Amount.	Remarks.
		s. d.	£. s. d.	
2	Pairs of White Trowsers			
2	Pairs of Short Boots (one ammunition)			
3	Linen Shirts			
1	Fatigue Jacket (Red)			
3	Pairs of Socks			
1	Stock and Clasp			
1	Forage Cap complete			
1	Pair of Braces			
1	Box of Blacking			
1	Cloth Brush			
2	Shoe Brushes			
1	Button Stick and Brush			
1	Sponge			
1	Razor			
1	Shaving Brush, and Soap			
1	Turnscrew and Worm			
1	Picker and Brush			
1	Pair of Mitts (when ordered)			
1	Knife, Fork, and Spoon			
1	Holdall			
1	Knapsack complete, with Mess Tin and Cover			
1	Haversack			
2	Towels			
1	Muzzle Stopper			
Total		£		

(Signed)

Commanding No. Company

N.B.—The above is a List of the Necessaries that should be in the possession of each man.

No. 61. (See 1500.)

Battalion, XXth Regiment.

Account with the Purser of

(Date.)

RECEIVED.														DUE.													
Date.	Beef.	Pork.	Flour.	Raisins.	Suet.	Biscuit.	Tea.	Cocoa.	Sugar.	Peas.	Meal.	Vinegar.	Lime Juice.	Spirits.	Date.	Beef.	Pork.	Flour.	Raisins.	Suet.	Biscuit.	Tea.	Cocoa.	Sugar.	Peas.	Meal.	Vinegar.

(Signed)

Quarter-Master,

Battalion XXth Regiment

No. 62. (See 1286.)

Battalion, XXth Regiment.

Permit the Bearer, No. , of No. , or Captain
 Company, of the above Regiment, to pass from hence to
 Quarters at , on or before the hour of , on the day of , 18
 To all concerned. (Signed) Commanding Battalion, XXth Regiment

On the back of the pass will be entered,

Date of Applicant's last crime, and punishment awarded for it.

Position in which the Company last appeared in Orders in the scale of comparative good conduct.

Date of Applicant's last pass.

(Signed)

Commanding No.

Compa

Battalion, XXth Regiment.
No. , or Captain
Company.
Recommendation to the Rank of Color Sergeant.

(Date.)

No.		QUESTIONS.	ANSWERS.
1		What is your Rank and Name?	Sergeant Thomas Smith.
2		What is your Age?	36 years.
3		What was the Date of your Enlistment, and then as a Man, or Boy?	18th January, 1890, as a Boy.
4		Have you been Lance Corporal, Sergeant, or Color Sergeant before; and if so, for how long?	Lance Corporal, one year; Corporal, two and a half years; Sergeant, seven years.
5		Were you ever reduced or permitted to resign; if so, for what?	Never.
6		How often during your service have you been tried by Courts-Martial, and what was the nature of the Charges?	Once by Regimental Court-Martial, for Absence without leave.
7		How often during your service has your name appeared in the Regimental Default Book, and what is the Date of the last Crime?	Seven times; last crime, 9th May, 1892.
8		What was the general nature of your Offences?	Absence.
9		Have you been dismissed in Orders from the Regimental School?	Yes.
10		Adding up the different periods, how long do you suppose you have been in the Hospital during your service?	One year, two months.
11		Is this your own handwriting?	Yes.
12		To what Squad do you belong?	No. 3.
13		How many Defaulters regimentally recorded have there been in it during the last Six Months, and enter their names on the back of this Return?	Fourteen.
14		In what position in the Good Conduct Scale was your Company in Orders within the last Six Months?	2nd, 4th, 1st, 3rd, 5th, and 6th.
15		In what Class of Shots were you last enrolled?	First Class.
16		Are you fully aware that the higher you rise in the Regiment, the more you are exposed to observation, and that more benefit is expected from your example and exertions?	Yes.

(Signed)

THOMAS SMITH,
Sergeant, XXth Regiment.

Having satisfied myself as to the correctness of the above,* I now recommend Sergeant Thomas Smith to be Color Sergeant.

(Signed)

Commanding No. Company.

* B.—Unless regularly dismissed from School, the Applicant's last copy book, signed by the Schoolmaster Sergeant, must accompany every recommendation. more than one of the same rank, from the same Company, are recommended for promotion, the Officers signing the Applications should number them from one upwards, in the order in which they recommend.

* This Certificate, the recommending Officer is requested to add in his own handwriting.

No. 64. (See 1191.)

Battalion, XXth Regiment.

Small Books, and Balance Sheets, required for No. _____, or Captain _____ Company.

(Date.)

	Number of Small Books.		Number of Balance Sheets.	Remarks.
	For Recruits not chargeable.	For Men enlisted prior to 31st March, 1833.	For Men enlisted on or subsequent to 31st March, 1833.	

Received the number of Small Books, and Balance Sheets, above stated.

Commanding No.	Company.
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(Signed)

Commanding No.	Company.
1	1st Co.
2	2nd Co.
3	3rd Co.
4	4th Co.
5	5th Co.
6	6th Co.
7	7th Co.
8	8th Co.
9	9th Co.
10	10th Co.
11	11th Co.
12	12th Co.
13	13th Co.
14	14th Co.
15	15th Co.
16	16th Co.
17	17th Co.
18	18th Co.
19	19th Co.
20	20th Co.
21	21st Co.
22	22nd Co.
23	23rd Co.
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27	27th Co.
28	28th Co.
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30	30th Co.
31	31st Co.
32	32nd Co.
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39	39th Co.
40	40th Co.
41	41st Co.
42	42nd Co.
43	43rd Co.
44	44th Co.
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93	93rd Co.
94	94th Co.
95	95th Co.
96	96th Co.
97	97th Co.
98	98th Co.
99	99th Co.
100	100th Co.

N.B.—This Receipt will be added when the Books, &c. are received.

(Signed)

No. 65. (See 161 and 995.)

No. Squad, of No. , or Captain Company, Battalion, XXth Regiment.

	Regimental Number.
Rank and Name.	Date of Enlistment.
Age at Enlistment.	Years.
	Months.
Present Size.	Feet.
	Inches.
Country.	Religion.
Marrried with or without Leave.	Boys.
Number of Children.	Girls.
	Tried by Court-Martial.
	General.
	District.
	Regimental.
Class of Shoes.	No. of Arms, Appointments and Great Coats.
	Belts.
	Kinlocks.
	Great Coats's.
	Date of Issue of Great Coats.
	Regimental Number of Comrade.
	Number of times Servant.
Additional Pay.	No. of Good Conduct Badges.
Trade.	Without Pay.
	With Pay.
Former Service.	Cups.
	Years.
	Days.
Temperance Men.	
Remarks.	

Battalion, XXth Regiment.

Time when each Man, of upwards of Five Years' Service in No. Company, will become entitled to a Good Conduct Stripe, or to an additional Stripe, or to Restoration of a forfeited Stripe, if he refrains from committing himself.

Regimental Number.	Rank and Name, by Squad.	Number of Stripes in possession.	Number of Stripes forfeited.	Date of last Crime in Regimental Defaulter Book (which is the Date of Forfeiture of the last Stripe that may have been forfeited).	Date when entitled to One, or to an additional Stripe, or to a Restoration of a forfeited Stripe.

(Taken from Instructions to Paymasters.)

No. 67. (See 388.)

Battalion, XXth Regiment.

Allowances for Travelling Expenses claimed by
under the Order or Authority dated

of the above Regiment, proceeding from to
, a copy of which is hereto annexed.

Place from which the Officer proceeded.	Place to which the Officer proceeded.	Date on which the Journey commenced.	Date of Arrival.	Number of Miles travelled by Land.	Amount, at a mile.	Passage Money.			Total claimed by the Officer.	Remarks.
						From	To	Amount.		
					£ s. d.			£ s. d.		

I do hereby certify that the journey above stated was performed by me solely on the public service, without consulting my own convenience, and without "self-interest"; and that I travelled by land the number of miles specified.

(Signed)

I do hereby certify that I am satisfied of the correctness of the above statement, and that the Officer joined his Station without delay.

(Signed)

Commanding Battalion, XXth Regiment.

No Batt^y 114th Regiment Company
on Captain

RETURN of men of the above Company recommended for
No. _____ Company
in Chapter in _____

Place and date

1800-23

Part of Reno

D 278 (9)

Date of last	Date of last

Christine zu

Defaulter Book

Whether before, where, &

of the large, 270 day dried
milk. Powdered, layered -

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Signature

Commissioning The Company

No 79/Sec Adolorda)

Batt. IX ¹⁰ Regiment

Return. Storing each
with the N.C. Officers and money
No. - or Captain

[illegible]

Comptroller who has
Bent of Name

1st Week. 2nd Week. 3rd Week. 4th Week.

Dr. J. S.

Roma

Original

School Master Sonj $\frac{6}{10}$

No. 70 (Sec 233)

Return showing the Instruments in possession of the Band. —
Place and Date —

Place and Date

Carl:-

participation of Instruments. I. S. D. Detlef Burnham

Wheeler, S. O. 2022

I. S. D.
For how much

Remarks

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Register of Conduct of, &c., kept by Adjutant	1060
to cook the Dinners, when a general Parade is ordered	1028



INDEX OF RETURNS AND REPORTS REQUIRED. DAILY.

	Referred to in	Nature of Form, Report, or Return.	Required.			Remarks.
			When.	From whom.	By whom.	
1	682	Absent Report of Men of a Company . .	All Parades and Roll Calls.	Company Orderly Sergeant.	Officer commanding Parade, or Orderly Officer, or Regimental Orderly Sergeant.	Also in Orderly Room, to check Return. For Adjutant, to be countersigned by Company Orderly Sergeant.
2	680	Barracks, Return of Men confined to . .	Guard Mounting, Eight o'clock, A.M.	Ditto	Sergeant-Major.	
3	726	Defaulters in Cells, Defaulters' Room, and at Heavy Drill.	Morning Drill . .	Sergeant over Heavy Drill.	Adjutant	
4	{ 610 } { 686 }	Drill Report (Company's)	Evening Drill . .	Company Orderly Corporal.	Sergeant-Major . .	
5	776	Guard Check Roll on Absentees	Relief of Guard . .	Sergeant of Guard . .	Adjutant.	
6	840	Guard Report	Eight o'clock, A.M. . .	Ditto	Orderly Officer . .	To enclose to Commanding Officer.
7	{ 324 } { 341 } { 338 }	Hospital and Sick State	Orderly Room Hour . .	Medical Officer in charge.	Commanding Officer.	
8	{ 338 } { 649 }	Parade State (Company's)	At Parades	Officer commanding Company.	Ditto.	
9	177	Ration Return (Company's)	Hour of Evening Parade.	Pay Sergeant	Quarter-Master Sergeant.	For Quarter-Master.
10	610	School Report (Company's)	School Hours	Company Orderly Corporal.	Schoolmaster Sergeant.	Countersigned by Company Orderly Sergeant.
11	{ 545 } { 684 }	Sick Report (Company's and Regimental)	Morning Drill	Company Orderly Sergeant.	Barrack Orderly Sergeant.	To be shown to Adjutant.

INDEX OF RETURNS AND REPORTS REQUIRED—continued.

WEEKLY.

Page	Referred to in	Nature of Form, Report, or Return.	Required.			Remarks.
			When.	From whom.	By whom.	
19	235	Band and Drummers' Practice, Report on	Eight, A.M., on Monday.	Band Master and Drum-Major.	Adjutant.	Countersigned by Company Orderly Sergeant.
13	{ 387 } { 1195 }	Defaulters, Return of (Company's)	Saturday, at Orderly Room Hour.	Officer commanding Company.	Commanding Officer.	
14	610	Drill Report (Company's)	Saturday, at Orders.	Company Orderly Corporal.	Sergeant-Major.	
15	631	Duty State (Company's)	Ditto	Company Orderly Sergeant.	Ditto.	Made out by Pay Sergeant. To be hung up in room of No. 1 Squad.
16	{ 590 } { 1091 } { 1090 }	Mess Bill (Company's)	Monday	Officer commanding Company.	..	
17	968	Shoemakers' Work, Return of	Saturday, at Orderly Room Hour.	Quarter-Master . .	Commanding Officer	
18	559	Sick Report (Regimental)	Ditto	Medical Officer in charge.	Ditto	Made out by Hospital Sergeant.
19	957	Tailors' Work, Return of	Ditto	Quarter-Master . .	Ditto	Made out by Master Tailor.
90	{ 993 } { 1063 }	Women attending Divine Service, Return of.	Monday, at Orderly Room Hour.	Adjutant	Ditto	Similar Returns from Company Orderly Sergeant, for Adjutant, at Orders on Sundays.

INDEX OF RETURNS AND REPORTS REQUIRED. DAILY.

No. Form	Referred to in	Nature of Form, Report, or Return.	Required.			Remarks.
			When.	From whom.	By whom.	
1	682	Absent Report of Men of a Company . .	All Parades and Roll Calls.]	Company Orderly Sergeant.	Officer commanding Parade, or Orderly Officer, or Regimental Orderly Sergeant.	
2	680	Barracks, Return of Men confined to . .	Guard Mounting, Eight o'clock, A.M.	Ditto	Sergeant-Major.	Also in Orderly Room, to check Return.
3	736	Defaulters in Cells, Defaulters' Room, and at Heavy Drill.	Morning Drill . .	Barracks Orderly Sergeant over Heavy Drill.	Adjutant . . .	For Adjutant, to be countersigned by Company Orderly Sergeant.
4	{ 610 } { 636 }	Drill Report (Company's)	Evening Drill . .	Company Orderly Corporal.	Sergeant-Major .	
5	776	Guard Check Roll on Absentees . . .	Relief of Guard . .	Sergeant of Guard .	Adjutant.	
6	840	Guard Report	Eight o'clock, A.M. .	Ditto	Orderly Officer . .	To enclose to Commanding Officer.
7	{ 234 } { 541 }	Hospital and Sick State	Orderly Room Hour .	Medical Officer in charge.	Commanding Officer.	
8	{ 639 } { 649 }	Parade State (Company's)	At Parades . . .	Officer commanding Company.	Ditto.	
9	177	Ration Return (Company's)	Hour of Evening Parade.	Pay Sergeant . . .	Quarter-Master Sergeant.	For Quarter-Master.
10	610	School Report (Company's)	School Hours. . .	Company Orderly Corporal.	Schoolmaster Sergeant.	Countersigned by Company Orderly Sergeant.
11	{ 645 } { 684 }	Sick Report (Company's and Regimental)	Morning Drill . .	Company Orderly Sergeant.	Barracks Orderly Sergeant.	To be shown to Adjutant.

INDEX OF RETURNS AND REPORTS REQUIRED—continued.

QUARTERLY.

No. of Form	Referred to in	Nature of Form, Report, or Return.	Required.			Remarks.
			When.	From whom.	By Whom.	
41	439	Necessaries in Quarter-Master's Store, Statement of.	End of March and every Quarter.	Quarter-Master . .	Commanding Officer.	

HALF-YEARLY.

42	388	Courts-Martial, Return of (Company's).	1st January, and 1st July.	Officer commanding Company.	Commanding Officer.	
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ANNUALLY.

43	388	Annual Return of Services (Company's)	26th December . .	Officer commanding Company.	Commanding Officer.	
44	1968	Arms and Accoutrements, Return of . .	1st December	Ditto	Ditto.	
45	388	Clothing Return, every Man of Company	March	Ditto	Quarter-Master .	For Commanding Officer's information.
46	388	Soldiers received from the Royal Hibernian Military Asylum (Company's).	26th December . .	Ditto	Commanding Officer.	

AT UNCERTAIN PERIODS.

47	1391	Baggage Return (Company's)	Evening preceding the March.	Officer commanding Company.	Quarter-Master . .	For Commanding Officer's information.
48	1496	Billot Return (Company's)	Dinner Hour, the Day preceding March.	Ditto	Commanding Officer	For the Billotting Party, in duplicate.
49	643	Casualty Return of Births, Deaths, and Desertions.	On Casualties occurring.	Company Orderly Sergeant.	Adjutant	For Commanding Officer's information.
50	1946	Clothing Alterations, Return of (Company's).	When altering Clothing.	Officer commanding Company.	Commanding Officer	In duplicate; one to be retained by Officer commanding Company, and one by Master

		<i>Accompanied by the Report. (See 403.)</i>		<i>Accompanied by the Report. (See 403.)</i>	
		<i>Officer commanding</i>	<i>Commanding Officer</i>		
31	1166	Acquittance Roll (Company's)	6th of each Month, at Orderly Room Hour.	Ditto	To be made out by Armourer Sergeant For Commanding Officer's information.
32	277	Armourer's Work, Return of	1st of each Month	Quarter-Master	
33	388	Arms and Accoutrements, Return of (Company's).	Ditto	Regimental Board.	
34	1217	Barrack Damages charged to Regiment (Company's).	Second Monday in each Month.	Commanding Officer.	
35	{ 402 } { 978 }	Character and Conduct of Non-commissioned Officers (Company's).	1st of each Month.	..	A private account for the satisfaction of Officers commanding Companies. To be entered in Regimental Orders.
36	1179	Contingent Account of Officer paying Company.	
37	{ 40 } { 978 }	Defaulters, and Score, Return of (Company's).	1st of each Month	Commanding Officer	
38	1104	Drunkards' Mess, Return of Men in (Regimental).	3rd of each Month	Ditto.	
39	{ 855 } { 1020 }	Habitual Drunkenness, Stoppages on account of (Company's & Regimental).	1st of each Month	..	To be hung up in each Room; also in Guard Room. (See 855.)
40	{ 1161 } { 1167 }	Ledger, Accounts how entered in (Company's).	For the guidance of Officers commanding Companies.
41	978	Orders and Letters received by Detachments.	1st of each Month	Commanding Officer.	
42	{ 1147 } { 1153 }	Parades, Diary of (from Detachments)	Ditto	Ditto.	
43	{ 1223 } { 1179 }	Pay Sheets (Company's)	With Acquittance Roll	Ditto.	
44	388	Proof Sheets of Company's Accounts	A private account, for the satisfaction of Officers commanding Companies. For Commanding Officer's information.
45	926	Ration Return of Detached Officers and Men (Company's).	1st of each Month	Quarter-Master	
46	943	Recruiting Party, Report of	Ditto	Commanding Officer.	
47	{ 909 } { 1152 }	School Report (Regimental)	Ditto	Ditto.	
48	{ 1152 } { 1073 }	Sergeants' Mess, Report of	6th of each Month	Ditto.	
49	57	Washing, Distribution of (in Companies)	Ditto	Ditto.	
50	{ 57 } { 928 }	Women and Children, Return of (Company's).	29th of each Month	Adjutant	For Commanding Officer's information.

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died without leave) (where there is the
ground for believing he has deserted,
purchase by a soldier of a boat or his
son of one; and they are to state in
their report the measures they have
in consequence of the occurrence
named.

313 N. 24 and Note.

to comply with the order named
14.1. I have also the Regulations
in various of which order is to be periodically
to by the Commanding Officer, the following
these regulations will be read once in
writing to the officers and men when the speci-
ficates of them are read.

Paragraphs.	Page	Paragraphs.
5	224	18
32	234	8, 9, 10, 12, 13
inst. of 11. 1. 18	234	latter part of 21
3, 34, 35	241	38 & 30
43, 44, 45, 49, 54, 55, 56, 58	315	3 & 4
18 and Note	353	
31	383	
1 and 3	405	6
10 & 11		

Continued.

In executing out the regulations of which
the Commander in Chief is to be the
creation to be made by the order to be
delivered as a consequence to the first
instruction, the following are the measures
is pursued, there are to be taken periods
accounts of the House of Commons, a man
in school but for one day, with the

262 Continued.

The careful, clean Soldier will frequently enable to furnish himself with a good Shell Sack by having one made out of his third Coatee, unless it is done by a good tradesman the Sack cannot have a creditable appearance. - To preserve uniformity the Coatee will be turned; the buttons will be cut off the breast, and a piece (taken from the Skirt) will be pinned drawn in on the right side for its stead - The button holes will be, in pairs to correspond with the places for the buttons on the Coatee - The Committee that appointed the 24th of November 1840, named 7/3 as the price for converting a Coatee into a Shell Sack, and of facings lining and buttons 1 1/2 yards of cloth will be required to line the body and sleeves

LONDON:

Printed by W. CLOWES and SONS,

14, Charing Cross.

Instructions will be given to Messrs. Colman & Co. to send out future supplies of Shell Sacks in the buttons two and two which ultimately will cause all the Regiment to be uniform.

Officers commanding Companies are directed for the future never to allow any altered Coatee to pass for the Regulation Shell Sack, unless it have not been properly and neatly altered by a competent Tailor.

7/3 Continued.

The Officers in Command of Detachments from the Regiment or from one of its Batts are to report forthwith to the Commanding Officer the occurrence of any extraordinary event, such as the absence of a man for

or Soldier without leave) (when there is the slightest ground for believing he has deserted or the purchase by a soldier of a boat or his possession of one; and they are to state in detail in their report the measures they have adopted in consequence of the occurrence therein named.

See 313 A-34 and Note.

With a view to comply with the order named in the 141st para of the Regulations (Circulars), the observance of which order is to be periodically certified to by the Commanding Officer, the following parts of these regulations will be read once in those months to the officers and once when the specified volumes of them are read.

Page	Paragraphs.	Page	Paragraphs.
41	35	224	18
86	32	234	8, 9, 10, 12, 13
113	First half of 1 st Volume	234	latter part of 21
122	33, 34, 35	241	38 & 39
125	42, 43, 44, 45, 49, 54, 55, 56, 58	315	3 & 4
141	118 and Note	353	
160	31	383	
184	1 and 3	405	6
223	10 & 11		

240 Continued.

In carrying out the directions of which Order the Commander in Chief requires the communication to be made in order to be taken on board as a precaution to the benefit of his instructions, the following are necessary to be observed. Their own two broken periods in the accounts of the Shaw a back, a man in school but for one day, will get

Addonde

be charged for the whole week. The Calendar will be divided into four weeks in the following manner: from 1st to 8th inclusive, first week, from 9th to 16th inclusive, second week, from 17th to 24th inclusive, third week, and from 25th to the end of the month, fourth week. The charge for Schooling will appear each month on monthly accounts, and Officers commanding Companies will be pleased to give the School Master Sergeant (who is in charge for the term) the total amount of charges for each respective Company. On the evening of the last day but two of the month the School Master Sergeant will send to Officers Commanding Companies a return (Form 19) of the money to be stopped from the moneys of their respective Companies for Schooling.

§ 15. Should the offence be of a grave nature but accompanied with extenuating circumstances, probably the members will consider it more conducive to discipline to mark severe award. Their sense of the gravity of the crime and recommend the prisoner to favorable consideration than by a very slight punishment to induce (any one) to form an erroneous opinion as to the light in which the offence should be viewed. 1394 The Baggage will generally be off an hour or an hour (and a half) of the column as a principle, is sufficient time to allow of its arrival at the station as the column.

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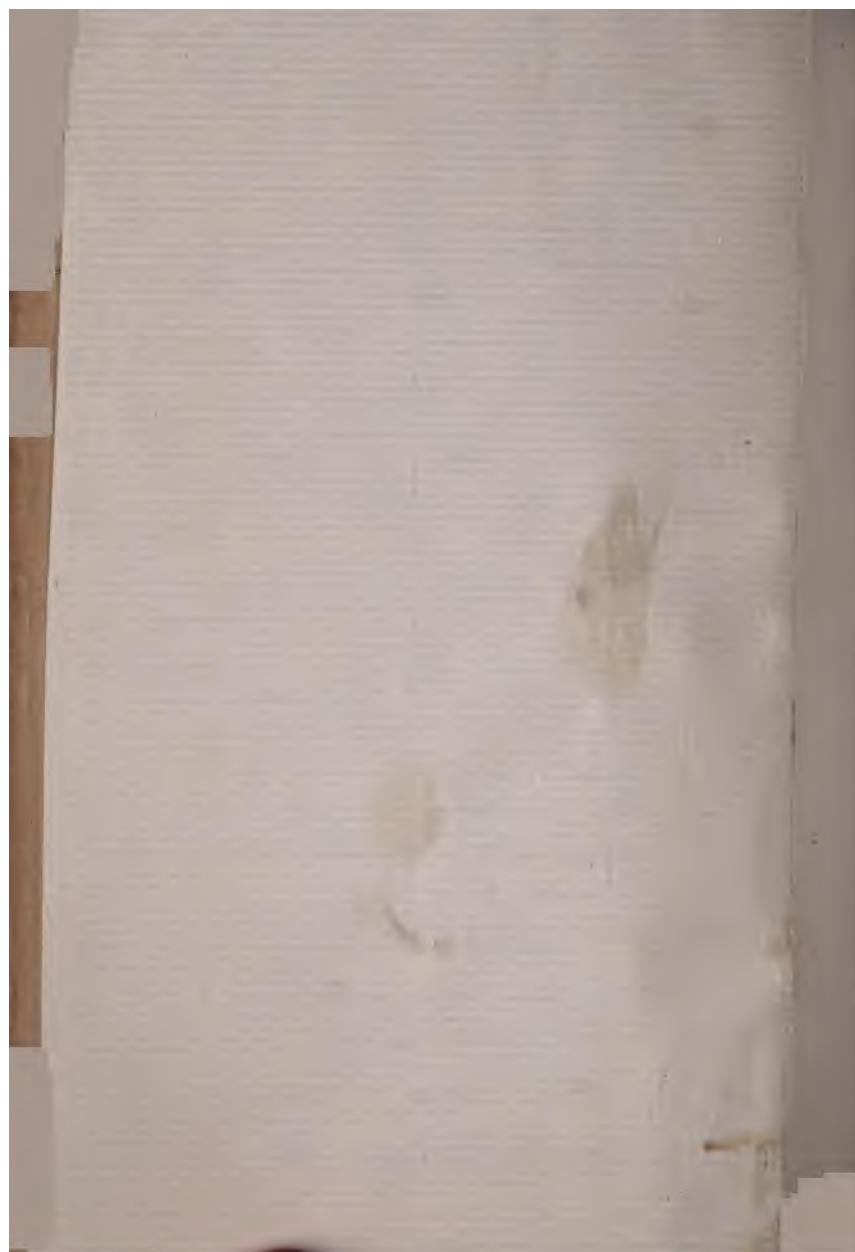
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in advance, a steady flow Const.
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